

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Organizer's Name]  
[Organizer's Position]  
[Conference Name/Organization]  
[Address]  
[City, State, ZIP Code]

Dear [Organizer's Name],

Thank you very much for your invitation to attend the upcoming **[Business Conference Name]** scheduled for [Conference Dates] at [Venue/Location]. I am honored to accept your invitation and look forward to participating in this important event.

I appreciate the opportunity to connect with industry peers, exchange ideas, and contribute to the discussions that will take place during the conference.

In order to ensure a comfortable experience, I would like to bring to your attention my dietary requirements/preference: **[e.g., vegetarian, gluten-free, nut allergy, vegan, halal, etc.]**. I would be grateful if appropriate arrangements could be made during meals and conference activities.

Please let me know if you require any additional information from me prior to the event.

Thank you once again for your kind invitation. I look forward to seeing you and the other attendees at the conference.

Sincerely,  
[Your Name]