

[Your Name]  
[Your Position/Title]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Conference Organizer/Institution]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Subject: **Confirmation of Acceptance** “ [Conference Title]

Dear [Recipient's Name],

I am writing to formally accept the invitation to participate in the **[Conference Title]**, scheduled to take place on **[Conference Date(s)]** at **[Venue/Location]**. I am honored to have been invited and look forward to contributing to the event.

I hereby confirm my attendance and participation, and I am committed to fulfilling all required responsibilities as indicated in your invitation. Please let me know if there are any additional forms, materials, or information needed from my side prior to the conference.

Thank you once again for this opportunity. I look forward to an engaging and productive conference.

Sincerely,

[Your Full Name]  
[Your Contact Information]