

Confirmation of Participation

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Media Training scheduled for [Date] at [Location]. Your involvement is highly appreciated, and we look forward to seeing you there.

Details of the Training:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Address]
- **Trainer:** [Trainer's Name]

Please arrive at least 15 minutes early for registration. If you have any questions or require further information, please feel free to contact us at [Contact Information].

Thank you for your commitment to enhancing your media skills. We look forward to a productive training session!

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]