

Workshop Participation Confirmation

Dear [Attendee Name],

We are pleased to confirm your participation in the [Workshop Title] scheduled for [Date] at [Location].

Workshop Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Online Link]
- **Facilitator:** [Facilitator Name]

Please ensure you arrive at least [X minutes] early and bring [any materials required].

If you have any questions, feel free to contact us at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]