

Conference Attendance Confirmation

Date: [Insert Date]

Dear [Workshop Leader's Name],

We are pleased to confirm your attendance as a workshop leader at the upcoming [Conference Name] scheduled for [Conference Dates] at [Venue Location].

Your workshop titled "[Workshop Title]" will be held on [Workshop Date and Time]. We are excited to have you share your expertise with our attendees.

Please let us know if you require any special arrangements or resources for your session. We look forward to an engaging workshop and appreciate your contribution to the conference.

Thank you for your involvement, and we will see you soon!

Sincerely,

[Your Name]

[Your Position]

[Conference Organization Name]

[Contact Information]