

# Attendance Confirmation

Dear [Registrant's Name],

Thank you for registering for the [Workshop Title], scheduled on [Date] at [Location]. We are pleased to confirm your attendance.

Here are the details of the workshop:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Location]
- **Topics Covered:** [Topics]

Please arrive at least 15 minutes early for registration.

If you have any questions or need further assistance, feel free to contact us.

We look forward to seeing you at the workshop!

Best regards,

[Your Name]

[Your Job Title]

[Your Organization]

[Contact Information]