

Workshop Participant Confirmation

Dear [Participant's Name],

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

Details of the Event:

- **Workshop Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Venue Name, Address]
- **Facilitator:** [Facilitator's Name]

Please confirm your attendance by replying to this email no later than [RSVP Date].

We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]