

Training Session Agreement Confirmation

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are pleased to confirm your participation in the upcoming training session organized by [Insert Association's Name]. The details of the session are as follows:

- **Training Topic:** [Insert Topic]
- **Date:** [Insert Training Date]
- **Time:** [Insert Training Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]
- **Facilitator:** [Insert Facilitator's Name]

We look forward to your participation and anticipate that this session will be beneficial for your development.

If you have any questions or need further information, please do not hesitate to contact us.

Thank you for confirming your attendance.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Association's Name]

[Insert Contact Information]