

# Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming workshop hosted by [Association Name].

Details of the Workshop:

- **Workshop Title:** [Title]
- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Location]

We look forward to your participation and believe you will find the workshop valuable.

Best regards,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]