

Participation Assurance Letter

Date: [Insert Date]

To: [Participant's Name]

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming [Workshop Title] organized by [Association Name]. The workshop is scheduled for [Date] at [Venue].

Your active participation is crucial for the success of this workshop, and we assure you that your contributions will be valued and appreciated. Please find below the details of the workshop:

- **Date:** [Workshop Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue Address]
- **Agenda:** [Brief Agenda Overview]

We look forward to your presence and active involvement. Should you have any questions or need further information, please feel free to reach out.

Thank you for confirming your attendance.

Best regards,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]