

Confirmation of Workshop Hosting

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm that you will be hosting the upcoming industry workshop titled "[Workshop Title]" on [Date] at [Location]. We appreciate your commitment to facilitating this event and supporting our community.

Details of the workshop are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:** [Brief Agenda Overview]
- **Expected Attendees:** [Number/Details]

Please confirm your availability for a preparatory meeting scheduled for [Date of Meeting] to discuss final arrangements and any requirements you may have.

Thank you once again for your collaboration. We look forward to a successful workshop!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]