

Letter of Acceptance for Conference Workshop Facilitation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that your proposal to facilitate the workshop titled "[Workshop Title]" at the upcoming [Conference Name] has been accepted.

The workshop is scheduled to take place on [Date], at [Location]. We are excited to have you share your expertise and insights in this area.

Further details regarding the conference agenda and logistical arrangements will be sent to you shortly. Please let us know if you require any additional information or assistance.

Thank you once again for your participation, and we look forward to an engaging and productive workshop.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]