

# Confirmation Request for Workshop Participation

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your confirmation regarding your participation in the upcoming workshop titled "[Workshop Title]" scheduled for [Date of Workshop] at [Location].

We would greatly appreciate your response by [RSVP Deadline] to ensure that all arrangements can be made accordingly.

Please let us know if you have any questions or need additional information.

Thank you for your attention to this matter. We look forward to your confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]