

Subject: Request for Confirmation of Workshop Attendance

Dear [Recipient's Name],

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

Your participation is highly valued, and we would greatly appreciate your prompt response by [RSVP Deadline]. This will assist us in making the necessary arrangements for the event.

Thank you for considering this request. I look forward to your positive confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]