

Confirmation of Participation

Date: [Date]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming Stakeholder Skills Enhancement Workshop scheduled for [Workshop Date] at [Location]. Your involvement is greatly valued as we aim to enhance collaboration and strengthen our skills in [specific skills or topics covered].

Please find the workshop details below:

- **Date:** [Workshop Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Address]
- **Agenda:** [Brief agenda or topics to be covered]

We encourage you to prepare any questions or topics you would like to discuss during the workshop. Should you have any further inquiries, please do not hesitate to contact us at [Contact Information].

Thank you for your commitment to this important initiative. We look forward to your active participation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]