

Confirmation of Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Franchise Compliance Training Session scheduled for [Date] at [Location]. The session will begin at [Start Time] and is expected to conclude by [End Time].

Please ensure that you arrive at least 15 minutes early to facilitate the registration process. The agenda for the training session includes important compliance updates and best practices essential for your franchise operations.

If you have any questions or require further information, feel free to contact us at [Contact Information]. We look forward to your participation.

Best Regards,

[Your Name]

[Your Title]

[Your Company]