

Confirmation of Participation

Dear [Participant's Name],

We are pleased to confirm your participation in the Hospitality Training Day scheduled for [Date] at [Location]. The event will begin at [Start Time] and conclude at [End Time].

Please bring the following items:

- Notepad and pen
- Comfortable attire
- Your enthusiasm!

If you have any questions or require further information, do not hesitate to contact us at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Organization]