

# Letter of Participation Assurance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming training event titled "[Title of Training Event]," scheduled for [Event Date] at [Event Location]. This training is designed to enhance your skills and knowledge in [Brief Description of Training Goals].

Your presence is important to us, and we assure you that you will receive comprehensive insights and practical experiences during this event.

If you have any questions regarding the training details, please do not hesitate to reach out to us at [Contact Information]. We look forward to welcoming you.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]