

# Confirmation of Participation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are pleased to confirm your participation in the upcoming Vendor Training Event scheduled for [Date of Event] at [Location]. This training will provide valuable insights and resources to enhance our partnership and improve service delivery.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Location]
- **Agenda:**
  - [Agenda Item 1]
  - [Agenda Item 2]
  - [Agenda Item 3]

Please confirm your attendance by replying to this email by [RSVP Deadline]. We look forward to your active participation in this event, which aims to strengthen our collaborative efforts.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]