

Participation Confirmation Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are pleased to confirm your participation in the Vendor Quality Improvement Workshop scheduled for [insert date] at [insert location]. Your involvement is vital for fostering collaboration and driving continuous improvement in our quality standards.

Please find below the details of the workshop:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue]
- **Agenda:** [Brief outline of the agenda]

Should you have any questions or require further information, please do not hesitate to contact us at [insert contact information].

We look forward to your valuable participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]