

# Official Confirmation of Workshop Signup

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your registration for the upcoming Writer Workshop scheduled for [Insert Date] at [Insert Location]. Your participation is important to us, and we look forward to an engaging and productive experience.

Here are the details of your registration:

- Workshop Title: [Workshop Title]
- Duration: [Duration]
- Time: [Start Time] to [End Time]
- Facilitator: [Facilitator's Name]

Please arrive at least 15 minutes early to ensure a prompt start. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for signing up, and we look forward to seeing you at the workshop!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]