

Confirmation of Attendance

Dear [Participant's Name],

We are pleased to confirm your attendance at the Capacity Building Workshop scheduled for [Date] at [Location]. Your participation is highly valued, and we look forward to an engaging and productive session.

Please find the workshop details below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Duration:** [Duration]

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

Thank you for your commitment to professional development, and we look forward to seeing you at the workshop!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]