

Capacity Building Workshop Registration

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your registration for the upcoming Capacity Building Workshop scheduled for [Insert Date] at [Insert Venue]. This workshop aims to enhance your skills and knowledge in [Insert Specific Topics].

Details of the Workshop:

- Date: [Insert Date]
- Time: [Insert Time]
- Venue: [Insert Venue]
- Facilitators: [Insert Names]

Please confirm your attendance by replying to this email by [Insert Confirmation Deadline]. Should you have any questions, feel free to contact us at [Insert Contact Information].

Looking forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]