

Confirmation Request for Creative Workshop Attendance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm your attendance at the upcoming Creative Workshop scheduled for [date] at [location]. We are excited to have you join us for a day of inspiration and creativity.

Please let us know by [RSVP deadline] if you will be able to attend. Your presence would greatly enhance the experience for all participants.

Thank you, and we look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]