

# Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient Name],

We are pleased to confirm your attendance at the upcoming Ethics Training Event.

## Event Details:

- **Date:** [Insert Event Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]

Please ensure to arrive at least 15 minutes early to facilitate check-in. Should you have any questions or require further information, feel free to contact us.

Thank you for your commitment to ethical practices within our organization. We look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]