

Attendance Confirmation for Workshop

Dear [Participant's Name],

We are pleased to confirm your attendance at the [Workshop Title] taking place on [Date], from [Start Time] to [End Time] at [Location].

Please find the details of the workshop below:

- **Workshop Title:** [Workshop Title]
- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Facilitator(s):** [Facilitator Names]

We look forward to your participation and hope you find the workshop informative and engaging. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]