

Enrollment Confirmation

Dear [Recipient's Name],

We are pleased to confirm your enrollment in the Negotiation Skills session scheduled to take place on [Date] at [Location].

The session will start at [Time] and is expected to last for [Duration]. Please arrive 15 minutes early to complete the registration process.

Should you have any questions, feel free to reach out to us at [Contact Information]. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]