

# Confirmation of Participation

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Confirmation of Participation in Educational Event**

Dear [Recipient Name],

We are pleased to confirm your participation in the upcoming educational event titled "[Event Title]," scheduled for [Event Date] at [Event Location]. Your presence will greatly contribute to the success of this event.

The event will commence at [Start Time] and conclude at [End Time]. Additionally, if you have any requirements or need further assistance, please feel free to reach out to us.

Thank you for your commitment to this educational initiative. We look forward to seeing you there!

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]