

# Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at our upcoming reseller product training scheduled on [Insert Training Date] at [Insert Venue].

Training Details:

- **Date:** [Insert Training Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Venue Address]
- **Topics Covered:** [Briefly List Topics]

Please let us know if you have any dietary restrictions or specific requirements. We look forward to seeing you there!

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]