

# Confirmation of Attendance

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your attendance at the upcoming educational workshop series titled "[Workshop Title]." This workshop will take place on the following dates:

- [Date 1] - [Topic/Focus]
- [Date 2] - [Topic/Focus]
- [Date 3] - [Topic/Focus]

Location: [Venue/Platform]

Time: [Start Time] - [End Time]

Please prepare for the sessions as per the agenda provided previously. Should you have any questions or require further information, feel free to reach out to us.

We look forward to your participation and hope you find the series beneficial and enriching.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]