

# Acknowledgment of Attendance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to express our sincere gratitude for your participation in the Emergency Preparedness Training held on [Insert Training Date]. Your commitment to enhancing your skills in emergency response is invaluable to our community.

This training provided essential knowledge and practical skills necessary for effectively responding to emergencies. We appreciate your engagement and enthusiasm throughout the session.

Thank you once again for your dedication to emergency preparedness. We look forward to seeing you at future training sessions.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]