Confirmation of Attendance

Date: [Insert Date]

To: [Participant's Name]

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your attendance at the upcoming Capacity Building Workshop organized by [NGO Name]. The details of the workshop are as follows:

Workshop Details:

Date: [Insert Workshop Date]

Time: [Insert Start Time] to [Insert End Time]

Location: [Insert Venue Address]

Topics Covered: [List of Topics]

Please arrive at least 15 minutes early for registration. We look forward to your participation and are confident that this workshop will provide valuable insights and skills.

Should you have any questions, feel free to contact us at [Contact Information].

Best Regards,

[Your Name]

[Your Position]

[NGO Name]

[NGO Contact Information]