

Participant Registration Confirmation

Date: [Insert Date]

Dear [Participant's Name],

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

- **Workshop Title:** [Workshop Title]
- **Date:** [Start Date] to [End Date]
- **Location:** [Venue/Location]
- **Time:** [Start Time] to [End Time]

Please prepare for an engaging session where we will cover essential skills and strategies to enhance your organization's capacity. Kindly bring along any relevant materials that you believe would contribute to the discussions.

Should you have any questions or require further information, feel free to contact us at [Contact Email] or [Contact Phone Number].

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[NGO Name]

[NGO Contact Information]