

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the NGO Disaster Preparedness Workshop scheduled for [insert workshop date] at [insert location]. Your participation is vital in enhancing our collective efforts in disaster management and response.

Workshop Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:**
 - [Insert Item 1]
 - [Insert Item 2]
 - [Insert Item 3]

Please confirm your attendance by replying to this email or contacting us at [insert contact information] by [insert confirmation deadline]. Should you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your commitment to disaster preparedness. We look forward to seeing you at the workshop.

Warm regards,

[Your Name]
[Your Position]
[NGO Name]
[Contact Information]