

Confirmation of Attendance

Dear [Invitee's Name],

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

- **Date:** [Date]
- **Time:** [Time]
- **Venue:** [Venue Address]
- **Duration:** [Duration]

The workshop aims to address critical issues related to biodiversity conservation and engage participants in fruitful discussions and knowledge sharing. Your contribution to this event is highly valued.

Please feel free to reach out if you have any questions or require further assistance.

We look forward to your participation.

Sincerely,

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