

# Confirmation of Participation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming NGO Participatory Governance Workshop scheduled for [Insert Date and Time]. The workshop will be held at [Insert Venue/Location].

This workshop aims to enhance understanding and skills related to participatory governance among NGOs in [Insert Region/Area]. We believe your involvement will significantly contribute to the discussions and activities planned.

Please find below the details of the workshop:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time - End Time]
- **Venue:** [Insert Venue Name and Address]
- **Agenda:** [Brief Agenda Summary]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

We look forward to your active participation in making this event a success.

Best regards,

[Your Name]

[Your Position]

[NGO Name]

[NGO Contact Information]