

Event Commitment Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to confirm your commitment to participate in the upcoming workshop titled "[Workshop Title]", scheduled for [Date] at [Location]. This event is an excellent opportunity to enhance skills and foster collaboration among team members.

Details of the workshop are as follows:

- **Date:** [Workshop Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Room Name]
- **Agenda:**
 - [Agenda Item 1]
 - [Agenda Item 2]
 - [Agenda Item 3]

We appreciate your dedication to professional development and look forward to your valuable contributions during the workshop. Please confirm your attendance by [RSVP Date].

Thank you for your commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]