

# Registration Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your registration for the Annual Training Course titled "[Course Title]", scheduled to take place from [Start Date] to [End Date] at [Location].

Please find the details of the course below:

- **Course Duration:** [Number of Days]
- **Course Timings:** [Time]
- **Instructor:** [Instructor Name]
- **Course Fee:** [Fee Amount]

We request you to arrive at least [Number of Minutes] minutes prior to start time for registration and to bring any necessary materials that may be required.

If you have any questions, please feel free to contact us at [Contact Information]. We look forward to your participation.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]