

# Confirmation of Your Guided Facility Tour

Dear [Participant's Name],

We are pleased to confirm your participation in the guided facility tour scheduled for [Date] at [Time]. The tour will take place at [Location].

Please arrive 15 minutes early to allow time for check-in and safety briefings. Should you have any questions or need further assistance prior to the tour, feel free to contact us at [Contact Information].

We look forward to welcoming you!

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]