

Confirmed Enrollment in Training Program

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your enrollment in the [Name of Training Program] scheduled to begin on [Start Date]. We appreciate your interest and commitment to enhancing your skills through our program.

Please find the details of the training program below:

- **Program Duration:** [Duration]
- **Location:** [Location]
- **Course Schedule:** [Days and Times]
- **Tuition Fee:** [Tuition Fee] (Payment details if necessary)

To secure your spot, please confirm your participation by [Confirmation Deadline]. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

We look forward to welcoming you to the program!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]