

# Training Enrollment Confirmation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your enrollment in the upcoming workshop titled [**Workshop Title**].

## **Workshop Details:**

- Date: [Workshop Date]
- Time: [Workshop Time]
- Location: [Venue/Platform]
- Duration: [Duration]

Please arrive at least 15 minutes early to complete any necessary registrations. If you have any questions or need to cancel your attendance, feel free to contact us at [Contact Information].

Thank you for your interest in our workshop. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]