

Confirmation Request for Technical Workshop Attendance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your confirmation of attendance for the upcoming technical workshop titled "[Workshop Title]," scheduled for [Date] at [Location].

This workshop aims to [briefly describe the purpose and benefits of the workshop]. Your participation would greatly contribute to the discussions and overall success of the event.

Please confirm your attendance by [RSVP Deadline], so that we can make the necessary arrangements.

Thank you for your attention, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]