

Confirmation Letter

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Subject: Confirmation of Participation in Leadership Skill-Building Seminar

Dear [Participant's Name],

We are pleased to confirm your registration for the Leadership Skill-Building Seminar scheduled for [insert date] at [insert location]. The seminar will commence at [insert start time] and conclude by [insert end time].

During this seminar, you will have the opportunity to enhance your leadership skills through interactive workshops and networking with other professionals. Kindly find the details below:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Venue Address]
- **Agenda:**
 - [Insert Agenda Item 1]
 - [Insert Agenda Item 2]
 - [Insert Agenda Item 3]

Please ensure to arrive at least 15 minutes early for registration. Should you have any questions, do not hesitate to contact us at [insert contact information].

We look forward to seeing you at the seminar!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]