

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming professional development workshop titled "[Workshop Title]." The details are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Venue/Address]
- **Agenda:** [Brief Overview of the Agenda]

We look forward to your active participation and hope you find the workshop both informative and engaging.

If you have any questions, please feel free to reach out to us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Organization]