

# Participation Confirmation

Date: **[Date]**

To: **[Participant's Name]**

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming workshop/seminar titled "**[Workshop Title]**" scheduled to be held on **[Date]** at **[Location]**. This workshop/seminar aims to provide insights into **[Workshop Topic]**.

The agenda for the day is as follows:

- [Time] - [Session 1 Title]
- [Time] - [Session 2 Title]
- [Time] - [Break]
- [Time] - [Session 3 Title]
- [Time] - [Networking Session]

Please arrive at least 15 minutes early to register and receive your workshop materials. We recommend bringing along any necessary materials and questions to discuss during the sessions.

Should you have any questions or require further assistance, please do not hesitate to contact us at **[Contact Information]**.

We look forward to your active participation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]