

Attendance Confirmation Letter

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your attendance at the upcoming Nonprofit Advocacy Training scheduled for [Insert Date] at [Insert Venue/Location]. The training will begin at [Insert Time] and will conclude at [Insert Time].

This training is designed to equip you with essential skills and knowledge for effective advocacy in the nonprofit sector. We encourage you to come prepared with any questions you may have.

Please find below additional details regarding the training:

- **Location:** [Insert Venue/Address]
- **Duration:** [Insert Duration]
- **Materials:** [Mention if any materials will be provided]

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

Thank you for your commitment to learning and advocacy!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]