

Confirmation of Attendance

Date: [Insert Date]

Dear [Participant's Name],

Thank you for registering for the Community Health Workshop scheduled for [Insert Date] at [Insert Venue]. We are pleased to confirm your attendance.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]
- **Topic:** [Insert Topic]
- **Facilitator:** [Insert Facilitator's Name]

Please arrive at least 15 minutes early for registration. Should you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]