

Confirmation of Learning Assessment Session

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your requested learning assessment session. Here are the details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please feel free to reach out if you have any questions or need further assistance.

We look forward to seeing you!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]