

# Confirmation of Attendance

Date: [Insert Date]

Dear [Parent's Name],

We are pleased to confirm your attendance at the upcoming Parent Educational Workshop scheduled for [Insert Date and Time]. The workshop will take place at [Insert Location].

This session will cover valuable topics aimed at enhancing your understanding of [Insert Topics]. We believe that your participation will greatly contribute to the success of the workshop.

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

Thank you for your commitment to your child's education!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[School/Organization Name]