

# Confirmation of Attendance

Dear [Participant's Name],

We are pleased to confirm your attendance at the Digital Citizenship Workshop scheduled for [Date] at [Location]. The workshop will begin at [Start Time] and will conclude at [End Time].

Please arrive at least 15 minutes early to allow for check-in and refreshments. Bring along any materials you may need and prepare for an engaging session.

Thank you for your participation. We look forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]