

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the Peer Mediation Training Session scheduled for [insert date] from [insert time] at [insert location].

This training aims to equip participants with the necessary skills and tools to effectively mediate conflicts among peers. Your participation is crucial for fostering a more collaborative environment within our community.

Details of the training session are as follows:

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

Please confirm your attendance by replying to this email by [insert date]. If you have any questions or require further information, feel free to contact us at [insert contact information].

We look forward to your participation!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]