

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Participation in [Workshop Title]

I am pleased to inform you that your participation in the [Workshop Title] scheduled for [Date] at [Location] has been confirmed. This workshop will focus on [brief description of workshop content/purpose]. Details of the workshop are as follows:

- **Date:** [Workshop Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Workshop Location]
- **Agenda:** [Brief overview of the agenda or key topics]

Please confirm your attendance by [RSVP Date]. If you have any special requirements or need assistance, feel free to reach out to me at [Your Contact Information].

We look forward to your valuable contribution to the workshop.

Best regards,

[Your Name]
[Your Position]
[Your Organization]