

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Registration Confirmation for IYCC Workshops

We are pleased to confirm your registration for the IYCC Workshops scheduled from [start date] to [end date] at [location]. Here are the details of the workshops you have registered for:

Workshop Title: [Title of Workshop]

Date: [Date of Workshop]

Time: [Start Time] to [End Time]

Facilitator: [Facilitator's Name]

Please arrive at least [X minutes] early to complete the registration process. Bring along any necessary materials mentioned in your confirmation email.

If you have any questions or need further assistance, do not hesitate to contact us at [contact information].

We look forward to seeing you at the workshops!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]