

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of TTP Participation

I am writing to confirm my participation in the [specific program/event name, e.g., "Targeted Training Program (TTP)"] scheduled for [date] at [location].

As discussed, I will be attending the sessions and any associated activities. Please let me know if there are any additional details or materials I should prepare in advance.

Thank you for the opportunity, and I look forward to being a part of this program.

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Company, if applicable]