

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Participation in the WDAP Program

We are pleased to confirm your participation in the Workforce Development and Advancement Program (WDAP) scheduled to commence on [start date] at [location]. This program aims to [briefly describe the purpose of the program].

Please find the details of your participation below:

- \*\*Program Start Date:\*\* [Start Date]
- \*\*Program Duration:\*\* [Duration]
- \*\*Location:\*\* [Location/Virtual Link]
- \*\*Schedule:\*\* [Days and Times]

We kindly ask you to confirm your attendance by [RSVP deadline]. Should you have any questions or require further information, please feel free to contact us at [contact information].

We look forward to your active participation in this meaningful program.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Email Address]