

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm my attendance at the [Workshop Title] scheduled for [Date] at [Location].

I am looking forward to participating in the discussions and activities that are planned, and I believe this workshop will greatly enhance my knowledge on [specific topics].

Please let me know if there are any materials or preparations needed prior to the event.

Thank you for the opportunity, and I look forward to an enriching experience at the workshop.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Organization, if applicable]