

[Your Organization's Letterhead]

[Date]

[Participant's Name]

[Participant's Address]

[City, State, Zip Code]

[Email Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming workshop titled "[Workshop Title]," which will be held on [Date] at [Location].

Workshop Details:

- \*\*Date:\*\* [Date]
- \*\*Time:\*\* [Start Time] to [End Time]
- \*\*Location:\*\* [Venue/Address]
- \*\*Agenda:\*\* [Brief Agenda Summary]

Please bring along [any materials, items needed, etc.]. If you have any dietary restrictions or special requirements, do not hesitate to inform us ahead of time.

We look forward to your participation and believe you will find the workshop both informative and engaging.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]