Workshop/Seminar Confirmation Letter

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, ZIP]

[Date]

[Participant's Name]

[Participant's Address]

[City, State, ZIP]

Dear [Participant's Name],

We are excited to confirm your registration for the [Workshop/Seminar Name] scheduled to be held on [Event Date] at [Event Location]. The workshop will run from [Start Time] to [End Time].

Kindly bring along any materials or prerequisites mentioned in previous communications. If you have any queries or need further information, please feel free to contact our registration team at [Registration Contact Email/Phone Number].

We are looking forward to a productive and enlightening workshop.

Warm regards,

[Your Name]