**Confirmation Format**

To, Dated: \_\_\_\_\_\_\_\_\_\_\_

The Manager

EduxLabsTM (Esoir Business Solution LLP India)

**Sub:** Confirmation Letter for organizing National Workshop Series on <Workshop Name>.

**Dear Sir,**

This is to bring to your kind notice that our college **<Mention Name of the College>** confirms to organize National Workshop Series on <2-days Workshop Name>.

|  |  |  |
| --- | --- | --- |
|  Name of Workshop | Tentative Dates | RegistrationCharges |
|  |  |  |

We will provide registration fees as mentioned here.

**We will provide you with the following:**

1. Good Infrastructure with a Seminar Hall/ Computer Lab having enough capacity to conduct

Hands-on-session for all participants.

1. Accommodation and Food for One Training Expert.
2. Arrangement of minimum 50-60 Participants for the workshop.

We are appointing our two Faculty coordinators to coordinate entire program at our college campus. **Name, contact numbers & Email Id** of coordinators is given below:

|  |  |  |
| --- | --- | --- |
| Faculty Coordinator | Contact No. | Email Id |
|  |  |  |
|  |  |  |

Thanks, and Regards

Yours Truly

(Signed and Seal of College)

**<Name of the Authority>**

**<Designation>**

**Note:** *Kindly print the Confirmation Letter on your* ***College Letter Head*** *and mail us back its Scanned copy to info@eduxlabs.com*