

(date)

Dear Workshop Participant:

This letter confirms your participation in the (agency/organization's name) ***Air Quality Workshop, scheduled for (date)***. The workshop registration will begin on (weekday) morning at 8:30 a.m. with the "Welcome" beginning at 9:00 a.m. We will adjourn at 4:00 p.m. each day.

This paragraph can give directions to the workshop or reference to a website with directions. For example: *It is very important that you have your driver's license with you. You will need to show your driver's license as you drive into the main gated area. Follow the signs and park in the Visitor's parking lot. If the Visitor's lot is full you may park on the surface lot. The workshop will be held in Building C, our Main Campus Building. You will show your photo ID again as you sign in at the Security Guard's desk and receive your Visitor's ID.*

This paragraph can reflect the plans for your workshop. For example: *Activities planned during the workshop will take place both indoors and outdoors if the weather permits. You may want to bring a sweater or light jacket; the air conditioning can be too cool for some people. In the morning we will provide coffee and juice. In an effort to consume less disposable products, please bring your own travel mug or cup. For lunch you may bring your own, or...*

The workshop offers a total of 6 (or 7) contact hours (for a one day workshop). If you would like to complete a three hour homework assignment to earn 3 hours to equal 10 contact hours for 1CEU, I will give you the assignment during the workshop. You will receive a certificate to indicate the number of hours earned.

If for any reason you will be unable to attend the workshop, please send your regrets immediately. You can contact me at (e-mail address) or (telephone).

I look forward to meeting you in (month).

Sincerely,

(name)

Attach Directions