**WELCOME LETTER TO A WORKSHOP**

123 Business Rd.

Business City, NY 54321

123 Main Street,

Anytown, CA 12345

Dear Rishi,

We welcome you to the Summers for Art workshop. Thank you for your enrollment in our summer workshop. We feel that together this year we will learn so much more.

Our representatives will receive you at the airport on 10 April and manage your transportation and stay in the resort. Please find the enclosed orientation package so that you know more about your mentors and the workshop. If you need any other information, call our office at 11-7272-8817.

Warm regards,

Selena Diaz

Relationship Manager