

Leadership Training for Governance Excellence

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Dear [Participant's Name],

We are pleased to inform you that you have been selected to participate in the upcoming Leadership Training for Governance Excellence program. This training is designed to enhance your leadership skills and improve governance practices within our organization.

Training Details:

- **Dates:** [Insert Training Dates]
- **Location:** [Insert Training Location]
- **Duration:** [Insert Duration]
- **Facilitators:** [Insert Facilitators' Names]

Please confirm your attendance by [Insert Confirmation Deadline]. Should you have any questions, feel free to contact us at [Insert Contact Information].

We look forward to your participation in this valuable training opportunity.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]