

Reminder: Upcoming Media Training

Dear [Recipient's Name],

This is a friendly reminder that you are scheduled to attend the media training session on [Date] at [Time]. The session will be held at [Location].

During this training, you will learn essential skills to effectively communicate with the media and handle interviews confidently. Please ensure to review the pre-training materials we sent last week.

If you have any questions or need further information, feel free to reach out.

Looking forward to seeing you there!

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]