

# Training Session Schedule Confirmation

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming training session organized by [Association Name]. Please find below the details of the session:

## Training Session Details

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Platform]
- **Trainer:** [Trainer's Name]

Please ensure that you arrive at least 15 minutes early to allow for check-in and preparation. If you have any questions or require further information, feel free to contact us at [Contact Information].

Thank you for your commitment to professional development. We look forward to seeing you there!

Sincerely,

[Your Name]  
[Your Position]  
[Association Name]  
[Contact Information]