

# Notification of Intent to Register for Training

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to register for the upcoming training program titled "[Training Program Name]" scheduled to take place on [Date(s)] at [Location].

Please let me know the necessary steps to complete my registration and any additional information I may need to prepare for the training.

Thank you for your assistance.

Sincerely,

[Your Name]