

# Stakeholder Manual Circulation for Training Sessions

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Circulation of Training Sessions Manual

Dear [Stakeholder Name],

We are pleased to inform you that the training sessions for [Project/Program Name] will commence on [Start Date]. In preparation, we have compiled an updated manual that outlines the specifics of the training sessions.

Please find attached the stakeholder manual for your review and circulation among the relevant team members. We encourage you to familiarize yourself with the content as it provides essential information regarding the objectives, schedule, and expectations for the upcoming sessions.

If you have any questions or require further clarifications, please do not hesitate to reach out. Your collaboration is vital for the success of the training program.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]