

Confirmation of Training Session

Dear [Freelancer's Name],

We are pleased to confirm your training session scheduled for [Date] at [Time]. The session will be held at [Location/Platform].

During this training, we will cover the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Please ensure you have the necessary materials prepared prior to the session.

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

Looking forward to the session!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]