

# Supplier Training Schedule

Date: [Insert Date]

To: [Supplier Name]

Dear [Supplier Contact Name],

We are pleased to invite you to our upcoming Supplier Training Session. Please find the schedule below:

## Training Details

Date	Time	Topic	Trainer
[Insert Date]	[Insert Time]	[Insert Topic]	[Insert Trainer]
[Insert Date]	[Insert Time]	[Insert Topic]	[Insert Trainer]

Please confirm your attendance by [Insert RSVP Deadline]. If you have any questions, feel free to reach out to us.

Thank you, and we look forward to your participation!

Sincerely,

[Your Name]

[Your Title]

[Your Company]