

Reminder: Vendor Training Workshop

Dear [Vendor Name],

This is a friendly reminder about the upcoming Vendor Training Workshop scheduled for [Date] at [Time]. The workshop will take place at [Location].

During this session, we will cover the following topics:

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

Please ensure that all relevant team members are in attendance, as this training is crucial for our collaboration moving forward.

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

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]