

Training Course Assurance Letter

Date: [Insert Date]

To Whom It May Concern,

We are pleased to confirm your booking for the training course titled "[**Course Title**]" scheduled on [**Date**] at [**Location**].

This letter serves as assurance that your registration has been successfully processed, and we look forward to your participation. The training will be conducted by [Instructor's Name], who is an expert in the field.

Please ensure you arrive on time and bring along the necessary materials listed in the course outline. Should you have any questions or require further assistance, do not hesitate to contact us at [**Contact Information**].

Thank you for choosing our training program.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]