

Verification of Training Dates

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm the training dates for [Insert Training Program Name]. The details of the training are as follows:

- **Training Program:** [Insert Training Program Name]
- **Location:** [Insert Location]
- **Dates:** [Insert Start Date] - [Insert End Date]
- **Time:** [Insert Time Range]

If you require any further information or assistance, please feel free to contact me at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]