

Invitation to In-Person Training Session

Dear [Recipient's Name],

We are pleased to invite you to our upcoming in-person training session on [Date] at [Time]. The session will be held at [Location]. This training is designed to enhance your skills in [Topic/Skill].

Please confirm your attendance by [RSVP Date]. We look forward to your participation.

Best Regards,
[Your Name]
[Your Position]
[Your Company]