

Notification of Trainer-Led Session

Dear [Participant's Name],

We are pleased to inform you about an upcoming trainer-led session hosted by [Agency Name]. This session is designed to enhance your skills and knowledge in [Topic/Area of Focus].

Session Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Link]

Please RSVP by [RSVP Deadline]. We encourage you to come prepared with questions and ideas to share.

If you have any questions, feel free to contact us at [Contact Information].

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

Sincerely,
[Your Name]
[Your Title]
[Agency Name]