

Dear Team Members,

We are excited to announce that we will be holding a First Aid Training session for all members of our sports team. This training is crucial for ensuring the safety and well-being of our athletes during practice and competition.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

What to Bring:

- Comfortable clothing
- Water bottle
- Notepad and pen (optional)

Training Resources:

Attached to this letter you will find resources that will help you prepare for the training:

- [First Aid Manual](#)
- [CPR Guide](#)
- [Injury Prevention Tips](#)

We encourage everyone to participate as this knowledge is vital for our team's safety. Thank you for your commitment to each other. Please RSVP by [RSVP Date].

Best Regards,

[Your Name]

[Your Position]

[Team/Organization Name]