

Dear [Recipient's Name],

I hope this message finds you well. This is a follow-up to confirm the details of the upcoming training session.

Training Session Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Duration: [Insert Duration]

Please let me know if you have any questions or if you need further information.

Looking forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]