

Follow-Up Training Session Scheduling

Dear [Recipient's Name],

I hope this message finds you well. I would like to follow up regarding the training session we discussed previously. We believe that an additional session would greatly benefit your team.

Please let us know your availability for the following dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

If none of these dates work, please suggest an alternative that is convenient for you.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]