

# Ongoing Training Session Notification

Dear [Recipient's Name],

We are pleased to inform you that the ongoing training session, titled "[**Training Session Title**]", is taking place on [**Date**] at [**Time**] in [**Location/Platform**].

Please ensure your participation as this session will cover important topics including:

- [Topic 1]
- [Topic 2]
- [Topic 3]

If you have any questions or need further assistance, feel free to contact us.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]