

# Reminder: Upcoming Training Event

Dear [Recipient's Name],

This is a friendly reminder about the upcoming training event scheduled for [Date] at [Time]. The event will take place at [Location].

Please ensure that you prepare any necessary materials and bring along any required documentation.

If you have any questions or need further information, feel free to reach out.

Looking forward to your participation!

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