

Retail Tax Compliance Certification Training

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We are pleased to confirm your attendance at the Retail Tax Compliance Certification Training scheduled for [Insert Training Date] at [Insert Location]. Your participation in this training is critical to enhancing your knowledge and understanding of retail tax compliance.

Details of the Training:

- **Date:** [Insert Training Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Venue:** [Insert Location]
- **Trainer:** [Trainer's Name]

Please arrive at least [Insert Arrival Time] minutes early to complete registration. If you have any questions or require further information, feel free to contact us at [Insert Contact Information].

Thank you for your commitment to enhancing your retail tax compliance skills. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]