

Dear [User's Name],

We are pleased to inform you that a training session for the new software installation has been scheduled.

Training Session Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Online Link]
- **Duration:** [Insert Duration]

This session will cover:

- Overview of the new software features
- Step-by-step usage instructions
- Q&A session to address your queries

Please confirm your attendance by [Insert Confirmation Deadline].

We look forward to seeing you!

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]