

# Invitation to Annual Cybersecurity Refresher Course

Dear [Recipient's Name],

We are pleased to invite you to our Annual Cybersecurity Refresher Course aimed at enhancing our organization's security awareness and protocol adherence.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

This training is crucial in helping us safeguard our digital assets and personal information against increasing cyber threats. We strongly encourage your participation to stay updated with the latest best practices in cybersecurity.

Please confirm your attendance by [Insert RSVP Date].

Thank you, and we look forward to your active participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]