

# Invitation to Interpersonal Skills Training

Dear Team,

We are excited to announce an upcoming training session focused on enhancing our interpersonal skills for exceptional customer service. This training is designed to equip you with the tools and techniques necessary to improve communication and foster positive relationships with our customers.

## Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please confirm your attendance by [Insert RSVP Date]. Your participation is crucial in providing our customers with the highest level of service.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]  
[Your Position]  
[Your Company]