

Reminder: Faculty Advising Training Session

Dear Faculty Member,

This is a friendly reminder about the upcoming Faculty Advising Training session scheduled for **[Date]** at **[Time]**. The session will take place in **[Location]**.

Please ensure that you have completed the pre-training materials that were sent out last week. Your participation is vital to enhance our advising capabilities and better support our students.

If you have any questions, feel free to reach out.

Looking forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]