

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on my previous communication regarding the upcoming external training workshop scheduled for [date]. We are eager to ensure that all interested participants have the opportunity to register.

If you have already completed your registration, please disregard this message. However, if you have not yet registered, I encourage you to do so by [registration deadline]. This workshop promises to be an invaluable experience, covering essential topics such as [briefly list topics].

Should you have any questions or need assistance with the registration process, please feel free to reach out to me directly.

Thank you for your attention. I look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]