

System Access Verification

Date: [Insert Date]

To: [Participant's Name]

From: [Your Organization's Name]

Subject: System Access Verification for Training

Dear [Participant's Name],

We are pleased to inform you that you have been successfully registered for the upcoming training session on [Training Topic] scheduled for [Date(s)]. As part of the preparation for this training, we need to verify your access to the necessary systems.

Please confirm your access to the following systems by [Verification Deadline]:

- [System 1]
- [System 2]
- [System 3]

If you encounter any issues or require additional assistance, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter. We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Contact Information]