

# Request for Participation in User Training

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your participation in our upcoming user training session scheduled for [insert date and time]. This training aims to enhance understanding of [insert software/system], which is integral to our operations.

We believe your involvement will greatly benefit not only your work but also contribute to the overall productivity of our team. The session will cover various functionalities including [insert key topics].

Please let us know at your earliest convenience if you will be able to attend. Your participation is greatly valued, and we look forward to your positive response.

Thank you for considering this request.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]