

Customer Service Training Reminder

Dear Team,

This is a friendly reminder regarding our upcoming Customer Service Training session scheduled for **February 15, 2024**, at **10:00 AM**.

Please make sure to:

- Review the training materials attached to this email.
- Come prepared with any questions you may have.
- Arrive on time to ensure we can start promptly.

Your participation is crucial in enhancing our customer service skills and providing the best experience for our clients.

Thank you for your attention, and we look forward to seeing everyone there!

Best Regards,

Your Name

Customer Service Trainer