

# Invitation to ERP User Training Session

Dear [Recipient's Name],

We are pleased to invite you to our upcoming ERP User Training Session. This training is designed to help you become familiar with the new features and functionalities of our ERP system.

**Date:** [Date of Training]

**Time:** [Start Time] to [End Time]

**Location:** [Training Venue/Online Link]

Please confirm your attendance by [RSVP Date]. If you have any questions or need further information, feel free to reach out.

We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]