

Language Training Offer

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

I am pleased to offer you a tailored language training program designed specifically to enhance your team's proficiency in specialized industry vocabulary relevant to [specific industry]. Our program aims to provide the necessary linguistic skills to effectively communicate and operate in your sector.

The training includes:

- Customized vocabulary building sessions
- Industry-specific materials and resources
- Interactive workshops promoting practical application
- Assessment and feedback to track progress

We offer flexible scheduling options to accommodate your team's needs and can conduct sessions either online or in-person at your location. Our professional instructors are experienced in [specific industry] and are committed to delivering impactful training.

Please let me know if you would like to discuss this offer in more detail. I look forward to the opportunity to assist you in enhancing your team's language skills.

Best regards,

[Your Name]

[Your Position]

[Your Company]