

Invitation to Supplier Training Program

Dear [Supplier Name],

We are pleased to invite you to our upcoming Literacy Training Program designed specifically for our valued suppliers. This program aims to enhance your team's skills and knowledge, facilitating better communication and operational efficiency.

Details of the Training Program:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Platform]
- **Facilitator:** [Facilitator Name]

Please confirm your attendance by [RSVP Date]. You can respond to this email or contact us at [Contact Information].

We look forward to your participation!

Best Regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]