

Supplier Safety Training Update

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of an update to our supplier safety training program. As part of our commitment to maintaining the highest safety standards, we have revised our training modules to include the latest industry practices and regulations.

Please note the following details about the updated training:

- **Training Date:** [Insert Date]
- **Location:** [Insert Location or Online Link]
- **Duration:** [Insert Duration]

All suppliers are required to complete this updated training by [Insert Deadline]. Failure to do so may impact our collaboration and safety compliance.

Please confirm your attendance by responding to this email by [Insert Confirmation Deadline]. Should you have any questions regarding this training, feel free to reach out to us.

Thank you for your continued partnership and commitment to safety.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]