

Confirmation of Training Collaboration Discussion

Dear [Partner's Name],

We are pleased to confirm our discussion regarding the training collaboration between [Your Organization's Name] and [Partner's Organization's Name]. We believe that this partnership has the potential to significantly enhance our training initiatives.

During our discussion, we covered the following key points:

- Objectives of the training collaboration
- Target audience and participant numbers
- Timeline for the training program
- Resources and support required
- Evaluation and feedback mechanisms

We look forward to moving ahead with this collaboration and are excited about the opportunities that lie ahead. Please let us know if you require any further information or if there are any additional points you would like to discuss.

Thank you once again for your enthusiasm and commitment to this partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]