

Formal Training Program Acceptance Letter

Subject: Acceptance of Training Program Enrollment

Dear [Coordinator's Name],

I am writing to confirm my acceptance into the [Training Program Name] scheduled to begin on [Start Date]. I am eager to enhance my skills through this opportunity and appreciate being selected for participation.

Please let me know if there are any pre-training requirements or materials I need to prepare. I look forward to joining the session and contributing actively.

Thank you for including me in this program.

Warm regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/acceptance-letters>