

Group Seminar Reservation for Corporate Team

Subject: Group Registration Request - [Number] Participants for [Seminar Name]

Dear Training Department,

I am writing on behalf of [Company Name] to request group registration for the [Seminar Title] scheduled on [Date]. We would like to register [Number] employees from our [Department Name] team.

Our participants include:

1. [Name] - [Position]

2. [Name] - [Position]

[Continue listing participants]

This seminar directly supports our quarterly training initiative focused on [Relevant Skill/Topic]. We understand there may be group discount rates available and would appreciate information about:

- Group pricing structure
- Seating arrangements for our team
- Customization options for corporate groups
- Certificate issuance for all participants
- Cancellation policies for group bookings

Please confirm availability and send the group registration forms at your earliest convenience.

Sincerely,

[Your Name]

[HR Manager/Training Coordinator]

[Company Name]

[Email and Phone]

Get more templates here:

<https://www.lettersandtemplates.com/letters/reservation-letter-for-seminar>