

Professional Confirmation of Training Attendance

Subject: Acceptance of Training Invitation

Dear [Trainer/Training Coordinator's Name],

I am writing to formally confirm my acceptance of the training session scheduled on [Date] at [Location]. I appreciate the opportunity to participate and look forward to gaining valuable knowledge and skills.

Please let me know if any pre-training preparations or materials are required.

Thank you for this opportunity.

Sincerely,

[Your Name]

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