

Formal Invitation Letter

Dear [Participant Name],

On behalf of [Company/Organization Name], we formally invite you to participate in the [Training Program Name] scheduled for [Date] at [Location]. The training will cover [topics or objectives], aimed at developing key professional skills.

Kindly RSVP by [RSVP Date] to secure your spot. We look forward to welcoming you to this important training event.

Best regards,

[Your Name]

[Title]

[Company/Organization Name]

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