

Date: [Insert Date]

To: [Recipient Name]
[Recipient Position/Department]
[Company/Organization Name]

Subject: Invitation to Corporate Training Program with Accommodation Arrangement

Dear [Recipient Name],

We are pleased to invite you to participate in our upcoming **Corporate Training Program** designed to enhance professional skills and foster team development within our organization. This training session will provide valuable insights, practical knowledge, and networking opportunities to enhance your career growth.

Training Details:

Dates: [Start Date] to [End Date]

Time: [Start Time] – [End Time]

Venue: [Training Venue Name]

Address: [Venue Address]

Training Objectives:

- Enhance key professional skills relevant to your role
- Promote best practices and teamwork across departments
- Encourage knowledge sharing and leadership development
- Provide hands-on training with industry experts

Accommodation Arrangement:

To make your participation comfortable and convenient, we have arranged accommodation for all out-of-town attendees. Below are the details:

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Contact:** [Hotel Phone/Email]
- **Check-in:** [Check-in Date & Time]
- **Check-out:** [Check-out Date & Time]
- **Room Type:** [Single/Double/Other]
- Breakfast and Wi-Fi included

Transportation between the hotel and the training venue will be provided.

Please confirm your availability and accommodation needs by [RSVP Deadline] to assist us in making the necessary arrangements. Should you require any additional information or have specific requests, feel free to contact [Contact Person Name] at [Contact Email/Phone].

We look forward to your participation and are confident that this training session will be highly beneficial for your professional development.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]