

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] to [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]