

Date: [Insert Date]

To,
[Participant's Name]
[Designation/Position]
[Organization Name]
[Address]

Subject: Invitation to Participate in [Training Program Title]

Dear [Participant's Name],

We are pleased to invite you to the **[Training Program Title]** organized by [Organizing Department/Organization], scheduled to be held at **[Venue]** from **[Start Date]** to **[End Date]**. The training is designed to provide participants with in-depth knowledge and practical skills on **[Main Subject/Topics]**.

Objectives of the Training Program:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Trainers/Facilitators:

[List of Trainers with brief introductions, e.g., Dr. Jane Smith, Lead Trainer – Expert in ...]

Prerequisites:

[List any materials/requirements expected from participants, e.g., laptop, pre-reading, etc.]

Detailed Schedule:

Date	Time	Session/Activity	Trainer/Facilitator
[Day 1 Date]	09:00 AM - 10:00 AM	Registration & Welcome Address	[Trainer/Organizer Name]
[Day 1 Date]	10:00 AM - 12:00 PM	Session 1: [Topic]	[Trainer Name]
[Day 1 Date]	01:00 PM - 03:00 PM	Session 2: [Topic]	[Trainer Name]
[Day 2 Date]	09:00 AM - 11:00 AM	Workshop/Hands-on Activity	[Trainer Name]
[Day 2 Date]	11:15 AM - 12:30 PM	Group Discussion/Presentation	[Facilitator Name]
[Day 2 Date]	01:30 PM - 03:00 PM	Closing Remarks & Certificate Distribution	[Organizer/Head]

Kindly confirm your participation by [RSVP Deadline] to [Contact Person's Name, Email, and/or Phone Number]. Should you have any queries, please feel free to contact us. We look forward to your valuable participation in making this training program a great success.

Sincerely,
[Your Name]
[Your Designation]
[Organization/Department Name]
[Contact Information]