

# Official Business Invitation Letter Template for Training Event

[Your Company Letterhead]

Date: [Insert Date]

To,  
[Recipient Name]  
[Recipient Designation, if applicable]  
[Company/Organization Name]  
[Address]

Subject: Invitation to Attend [Name of Training Event]

Dear [Recipient Name],

We are pleased to invite you to participate in our upcoming training event, [Title of the Training], scheduled to take place on [Date] at [Venue], from [Start Time] to [End Time].

The primary objective of this training session is to [briefly explain the purpose and benefits, e.g., "enhance participants' knowledge in project management and improve team collaboration across departments"]. The event will cover a range of topics, including [list key agenda topics], and will be facilitated by industry experts.

## Event Details:

- **Date:** [Insert Date]
- **Time:** [Start Time] – [End Time]
- **Venue:** [Venue and Address]
- **Agenda:** [Brief Agenda/Topics]
- **Registration:** [Registration details or link, if any]

Please confirm your attendance by [RSVP deadline] by replying to this email or contacting [Contact Person] at [Contact Email/Phone].

We look forward to your participation and believe this training will be valuable for your professional growth. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you, and we hope to see you at the event.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]

## Sample Official Business Invitation Letter for Training Event

**ABC Solutions Ltd.**  
789 Market Avenue  
Business City, 45678

Date: June 10, 2024

To,  
Ms. Priya Mehra  
Senior Manager, Operations  
XYZ Corporation  
123 Industrial Park Drive  
Business City, 45678

**Subject:** Invitation to Attend "Advanced Project Management Training Workshop"

Dear Ms. Mehra,

We are delighted to invite you to our "Advanced Project Management Training Workshop," which will be held on **June 24, 2024** at the **ABC Solutions Corporate Training Center, 789 Market Avenue**, from **9:00 AM to 4:00 PM**.

This comprehensive workshop is designed to provide participants with advanced strategies in project planning, execution, and team management,

led by certified industry experts. Topics such as resource allocation, risk mitigation, and agile methodologies will be covered in depth.

**Event Details:**

- **Date:** June 24, 2024
- **Time:** 9:00 AM – 4:00 PM
- **Venue:** ABC Solutions Corporate Training Center, 789 Market Avenue
- **Agenda:** Registration & Breakfast, Keynote Session, Interactive Workshops, Q&A
- **Registration:** Please register by replying to this email by June 17, 2024

We highly encourage your participation in this event, which promises valuable learning and networking opportunities. Should you have any queries, feel free to contact Ms. Rina Desai at [training@abcsolutions.com](mailto:training@abcsolutions.com) or (123) 456-7890.

Thank you for considering this invitation. We look forward to your confirmation and to welcoming you to the workshop.

Sincerely,  
Amit Kumar  
HR & Training Manager  
ABC Solutions Ltd.  
[amit.kumar@abcsolutions.com](mailto:amit.kumar@abcsolutions.com)