

Date: [Insert Date]

To: [Participant Name/Group]

From: [Your Name]  
[Your Position]  
[Your Organization]

**Subject: Invitation to Training Seminar – [Seminar Title]**

Dear [Participant Name],

We are pleased to invite you to attend our upcoming **training seminar** entitled “[Seminar Title]” to be held on [Date] at [Venue/Online Platform] from [Start Time] to [End Time].

This seminar aims to provide an interactive and engaging platform to enhance your knowledge and skills on [Subject/Field]. Please find below the detailed agenda for your reference.

**Seminar Agenda**

Time	Session	Presenter	Description / Activities
09:00 – 09:15	Registration & Welcome Coffee	[Seminar Host]	Participant sign-in and informal networking
09:15 – 09:30	Opening Remarks	[Name, Title]	Introduction and seminar objectives
09:30 – 10:30	Session 1: [Key Topic 1]	[Presenter 1]	Overview, key concepts, Q&A
10:30 – 10:45	Coffee Break	–	Refreshments & networking
10:45 – 12:00	Session 2: [Key Topic 2]	[Presenter 2]	Interactive workshop and case study analysis
12:00 – 13:00	Lunch Break	–	
13:00 – 14:00	Session 3: [Key Topic 3]	[Presenter 3]	Panel discussion and group activities
14:00 – 14:45	Group Activity	[Facilitator]	Team-based problem solving exercise
14:45 – 15:00	Break	–	Refreshments
15:00 – 16:00	Session 4: [Key Topic 4]	[Presenter 4]	Practical demonstrations and participant feedback
16:00 – 16:30	Q&A / Closing Remarks	[Seminar Host]	Wrap-up, next steps, certificate distribution

**Objectives:**

- Ensure participants gain practical insights into [Topic/Field]
- Encourage interactive learning and networking
- Equip attendees with applicable tools and strategies

We encourage you to review the agenda, prepare any questions in advance, and participate actively in all sessions. Should you need further information, please contact us at [Your Email/Phone].

We look forward to your participation and an engaging learning experience together!

Sincerely,  
[Your Name]  
[Your Position]

