

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder about the upcoming training session scheduled for [Date] at [Time]. The session will take place at [Location/Platform for virtual training].

Please ensure you have [any materials or equipment needed] ready for the training. The session will cover [briefly outline topics to be discussed], and we encourage all participants to engage actively.

If you have any questions or concerns, feel free to reach out. We look forward to seeing you there!

Best regards,

[Your Name]  
[Your Contact Information]  
[Your Company/Organization]