

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Welcome to CGM Training Program

We are excited to welcome you to the Continuous Glucose Monitoring (CGM) training program! This initiative is designed to empower new users with the knowledge and skills to effectively utilize CGM technology in managing their diabetes.

**\*\*Training Details:\*\***

- **\*\*Date:\*\*** [Insert Date]
- **\*\*Time:\*\*** [Insert Time]
- **\*\*Location:\*\*** [Insert Location]
- **\*\*Duration:\*\*** [Insert Duration]
- **\*\*Conducted by:\*\*** [Insert Trainer's Name]

**\*\*What to Expect:\*\***

During the training session, you will learn about:

1. Understanding CGM technology and functions.
2. Setting up and calibrating your CGM device.
3. Interpreting glucose data and making informed decisions.
4. Troubleshooting common issues.
5. Practical tips for daily use.

**\*\*What to Bring:\*\***

- Your CGM device (if available)
- Notepad and pen for taking notes
- Any questions or concerns you may have

Please RSVP by [RSVP Date] to confirm your attendance. If you have any questions prior to the session, do not hesitate to reach out to [Contact Information].

We look forward to seeing you and supporting you on your journey with CGM technology!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Organization's Website]

[Optional: Attachment - CGM User Guide or Resource List]