

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Announcement of EHR User Training

We are excited to announce a series of training sessions for our new Electronic Health Record (EHR) system. As we transition to this advanced system, it is essential that all users are adequately trained to ensure a smooth implementation process.

****Training Details:****

- ****Dates:**** [Insert training dates]

- ****Time:**** [Insert training times]

- ****Location:**** [Insert training location or specify if it will be virtual]

- ****Format:**** [In-person/Virtual/Hybrid]

****Training Agenda:****

- Overview of EHR System

- Key Features and Functionalities

- Hands-on Practice Session

- Q&A Session

Please RSVP by [RSVP Date] to [Contact Person/Email]. It is crucial that all staff members who will be using the EHR attend one of the scheduled sessions.

Thank you for your attention and cooperation as we work together to enhance our patient care through improved technology.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]