

[Your Name]
[Your Title]
[Your School/Organization]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's School/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of our commitment to ensuring the safety and well-being of our students, we will be conducting an EpiPen training session for all staff members. This training is essential for equipping our teachers and staff with the knowledge and skills needed to respond effectively in the event of anaphylaxis.

****Training Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Location]
- ****Duration:**** [Insert Duration]

The training will cover the following topics:

- Understanding allergies and anaphylaxis
- Recognizing symptoms
- Proper use of the EpiPen
- Emergency response protocols

Please make it a priority to attend this important training session. Your participation is vital in ensuring the health and safety of our students. Kindly RSVP by [Insert RSVP Date] to confirm your attendance.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Your School/Organization]