

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the schedule for the upcoming HVAC training session as discussed. Below are the details:

****Training Topic:**** [Specify Topic]

****Dates:**** [Start Date] to [End Date]

****Time:**** [Start Time] to [End Time]

****Location:**** [Venue/Address]

****Participants:**** [List Participants or Indicate Open Invitation]

Please let me know if there are any changes to the schedule or additional information needed. We look forward to a productive training session.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]
[Contact Information]