

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Invitation to IQMS Training Program

We are pleased to invite you to participate in our upcoming IQMS (Integrated Quality Management System) training program. This training is designed to enhance your understanding of quality management practices and improve overall operational efficiency.

****Training Details:****

- ****Date:**** [Insert Date]

- ****Time:**** [Insert Time]

- ****Location:**** [Insert Venue/Platform for online session]

- ****Duration:**** [Insert Duration]

****Training Objectives:****

- To familiarize participants with the principles of IQMS

- To provide practical skills in implementing quality management practices

- To foster continuous improvement within the organization

Please confirm your attendance by [RSVP Date]. We look forward to your participation in making this training a success.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]