

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: PBX Training Schedule

I hope this message finds you well.

We are pleased to announce the upcoming PBX training sessions designed to enhance your skills and understanding of our telephone system. Please find the schedule outlined below:

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

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

**\*\*Agenda:\*\***

- Overview of PBX system functionalities
- Hands-on demonstrations
- Common troubleshooting techniques
- Q&A session

Please confirm your attendance by [RSVP Date] to ensure your spot in the training. Should you have any questions or require further information, feel free to reach out.

Thank you, and we look forward to your participation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]