

****PV NRT Letter Draft Outline****

1. **Header**

- Date
- Recipient's Name
- Recipient's Title
- Company/Organization Name
- Address

2. **Greeting**

- Dear [Recipient's Name],

3. **Introduction**

- Purpose of the letter
- Brief background on the NRT (Non-Retaliation Training)

4. **Body**

- Section 1: Overview of the PV NRT
- Description of training objectives
- Importance of the training
- Section 2: Schedule and Logistics
- Dates and times
- Location (or virtual platform)
- Section 3: Expectations
- Participant responsibilities
- Outcomes and goals of the training

5. **Conclusion**

- Encourage engagement and participation
- Offer to provide additional information or assistance

6. **Closing**

- Thank you for your attention
- Sincerely,
- [Your Name]
- [Your Title]
- [Your Company/Organization]
- [Contact Information]