

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Announcement of TPMS Training Session

We are pleased to announce a training session on Tire Pressure Monitoring Systems (TPMS) scheduled for [date] at [location]. This training is designed to enhance your understanding of TPMS functions, maintenance, and troubleshooting.

****Training Details:****

- ****Date:**** [Insert date]
- ****Time:**** [Insert time]
- ****Location:**** [Insert venue]
- ****Duration:**** [Insert duration]

****Agenda:****

- Overview of TPMS Technology
- Hands-on Demonstration
- Common Issues and Solutions
- Q&A Session

Please confirm your attendance by [RSVP deadline]. This training is essential for ensuring we maintain high safety and performance standards in our operations.

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]