

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to invite you to participate in our upcoming VMware training session titled "[Training Title]" on [Training Date] at [Location/Virtual]. This training is designed to enhance your skills in VMware technologies and provide you with valuable insights into best practices.

****Training Details:****

- ****Date:**** [Training Date]
- ****Time:**** [Start Time] to [End Time]
- ****Location:**** [Venue/Link to Virtual Meeting]
- ****Duration:**** [Number of hours/days]
- ****Trainer:**** [Trainer's Name and Credentials]

****Agenda:****

1. [Topic 1]
2. [Topic 2]
3. [Topic 3]

(Include a brief agenda for the session)

Please confirm your attendance by [RSVP Date] so we can prepare accordingly. We look forward to your participation in this informative session.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Email Address]

[Your Phone Number]