

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to invite you to attend our upcoming training session on VNC Server, designed to enhance your skills and understanding of remote desktop access and management.

****Training Details:****

- ****Topic:**** VNC Server Training
- ****Date:**** [Insert Date]
- ****Time:**** [Insert Start Time] to [Insert End Time]
- ****Location:**** [Insert Venue/Online Platform Link]
- ****Duration:**** [Insert Duration]

This training will cover the following key areas:

- Introduction to VNC Server
- Installation and Configuration
- Security Best Practices
- Troubleshooting Common Issues
- Hands-on Practice Session

Please confirm your attendance by [RSVP Deadline] to help us make necessary arrangements. You can reply to this email or contact [Contact Person's Name] at [Contact Person's Email/Phone Number].

We look forward to your participation in what promises to be a valuable and informative session.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]