Date:

To:

Name of the company,  
Address of the company,

From:

Name of the company,  
Address of the company,

**Subject: Corporate training program**

Respected sir,

We are thankful to you for showing interest in our company for corporate training. We take pride in being the trainer of your talented and qualified staff.

These days, there is a cut-throat competition and corporates need to equip their staff with the latest and up-to-date skills so that they can outperform each other. We have understood that your staff also needs necessary training to be able to run the corporation smoothly.

Our corporate training program will last for two weeks. During this time period, we will try to make the attendees well-equipped with the necessary skills they need for performing their day-to-day tasks. We have outlined a complete and comprehensive plan of coaching that we have attached with the proposal letter. Please have a look at it and then if you feel like contacting us, you can give us a phone call at 242353.

You can also organize a meeting with us to discuss the program and its various modules in detail.

Regards,

Signatures

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