

Training Application Response Letter

Alex Reeves

Best trainers Ltd.

Block 3D, Babylon Street, Alban, Minnesota

6th October, 2016.

Ms. Julie Andrews

High Tech Info Ltd.

42 St. Clinton Avenue, Minnesota

Dear [Recipients name],

I would like to inform you with great pleasure that you are eligible to be a part of our advance accounting training program. You are qualified with the basic knowledge of accounting to now be a part of this training. The training is scheduled to start next week. It is three week long training and after a small interview at the end of course you will be given a certificate bearing your name and the completion of your training. This training is targeted to enhance and sharpen your skills and knowledge to help you achieve your higher career goals. This training will also provide you with an opportunity to interact with other people of your field. We have a number of people joining us from different companies and firms. This will enable you to not only learn but also to network with who is who of the accounting world.

I hope this learning collaboration will be a memorable experience for you.

Sincerely,

Alex Reeves

Coordinator, Best Trainers Ltd.