[Name of Recipient]

[Designation of Recipient]

[Institution Name]

Date:

**Subject: Agreement for Providing Training**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing this letter to make it official that an agreement between our organization, [mention Name of Company], and your school [mention Name of the School], has been drafted. As per the agreement, our training officers will provide the teaching training to your staff for two days.

The training will commence on [mention Date] at [mention Time]. The terms and conditions of the agreement further dictates that you will make full payment to us within the two working days of completion of the training.

If you agree to the terms and conditions of the agreement, do sign and return it. Otherwise, you can call us for any queries or information.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]