

Once your facilitators are signed up for the training, you may wish to send the following letter.

Sample Training Confirmation Letter

Dear ,

I am writing to confirm your attendance at the upcoming Facilitator Training to be held at the (Location) on (day), (date) from (time) at the (room location).

The training will be filled with many different learning modes; group interaction, lecturettes, writing, and group discussion. Some of the topics discussed are:

- Role of the Facilitator
- Relationship Assessment Tools
- Overview of the Marriage Preparation Process
- Sharing your Marital Spirituality
- Special Areas of Concern

I hope it will be a learning experience, as well as some of fun! If you have any questions or concerns, please call me at (phone number). I look forward to working with you.

Sincerely,