

<INSERT LETTER HEAD>

Date:  
Place:

To

<Name>  
<Designation>  
<Address>

**Subject:** Confirmation of minimum number of participants for training

Dear Sir / Madam,

The new Logistics Management Information System, Logistimo, is being implemented at all supply chain points in the ..... region aims to ensure adequate availability of .....

The system is expected to improve inventory management and distribution of ..... in the districts where the implementation is being piloted.

In order for the program to be successfully implemented, staff at supply chain points will be trained on using the system to effectively participate in the project and manage the distribution at their facilities. The training will be held on ....., at ..... The minimum number of participants required for the training is ..... without which the training cannot commence.

We request you to provide the necessary support and ensure that all identified participants attend the training.

Yours sincerely,

Name: .....

Designation: .....

**Copy to:**

Name and Designation: .....

Name and Designation: .....

Name and Designation: .....