

Dear XXXXXX,

Reference: Your booking on the FITS XXXXXXXXX training course.

I would like to confirm that you are booked onto this course:

Date: xx/xx/xxxx - xx/xx/xxxx

Time: 9:30 – 5:00 each day

This course will take you through the entire FITS support xxxxxx (practitioner or advanced as appropriate) material and also look at the key concepts that need to be understood. The course will consist of lectures, exercises and group sessions to help you get the best understanding of the material.

A receipt for your course fee will be sent separately to you.

We are holding this at [*insert where*], starting with coffee/tea at 9:30 and finishing at 5:00 pm. We will aim to limit attendance levels to around 15 delegates but on occasion we may need to exceed this number.

The address for [*insert training venue*] is:

[*insert full address including postcode here*]

[*insert contact telephone number for venue here*]

A map can be found at [*insert a map of how to find the venue here if possible*]

A pack of FITS reference materials is enclosed with this letter. Please note that you will need to spend some time with this material before attending the course. Also please make sure that you take the material to the course with you since it will be used during the training.

If you need more information please don't hesitate to contact me. More details of the current version of FITS can be found at: <http://www.thefitsfoundation.org>

Regards,

XXXXXXXXXXXXXXXXXX,
Course Administrator,

The FITS Foundation,
Email:[*your contact email here*]