**${date}**

**Attention:**

**The Training Manager**,

${organization}.

**Dear Sir/Madam,**

**Warm Greetings from CapaBuil – We Laud Your Choice to Join & Stay With CapaBuil’s Exclusive Community of Professionals.**

|  |
| --- |
| **RE: ${event}** |

**The CapaBuil Training Committee invites you to nominate ${delegates} and other professionals to the upcoming training on ${event};**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | VENUE | COST TAX INC. PER DELEGATE | ELIGIBLE POINTS |
| **${period}** | **${venue}** | **${cost\_per\_delegate}** | **25 CPD POINTS** |

**The training will integrate lecture/case study and practical examples to deliver effective learning that will bring new value to your organization**. This intensive session is designed to equip professionals with the critical skills and knowledge needed to navigate the evolving landscape of ICT audits, risk management, and data governance. Through expert-led discussions, real-world case studies, and hands-on exercises, participants will gain valuable insights into building resilient, scalable frameworks that align with industry best practices and regulatory requirements. Join us to future-proof your organization's digital integrity and enhance operational excellence. We look forward to your participation in this transformative learning experience.

**LEARN BETTER!**

***Our Vision:*** *A professional competency development leader and value creator for Africa*

***Our Purpose:*** *To provide unlimited opportunities for learning and empowerment of people.*

Yours sincerely,



**Reagan Nyadimo,**

**Executive Director & CEO**