

[Your Name]
[Your Position]
[Your Organization]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to attend our upcoming bystander intervention presentation scheduled for [Date] at [Time]. The event will take place at [Location] and aims to empower individuals with the knowledge and skills to effectively intervene in situations where they witness inappropriate behavior.

During this presentation, participants will learn:

- The importance of bystander intervention
- Strategies for safely intervening in various scenarios
- Real-life examples of successful interventions

We believe that fostering a culture of safety and support can make a significant difference in our community. Your participation would not only benefit you but also contribute to creating a more inclusive environment for everyone.

Please let us know if you can attend by [RSVP Date]. If you have any questions or need further information, do not hesitate to reach out. Thank you for considering this opportunity to make a positive impact.

Sincerely,

[Your Name]
[Your Contact Information]
[Your Organization]