

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about an upcoming bystander intervention workshop hosted by [Your Organization], aimed at empowering community members to take action in situations of potential harassment or violence.

The workshop is scheduled for [Date] from [Start Time] to [End Time] at [Location]. Participants will learn practical strategies for intervening safely and effectively, all while promoting a culture of respect and support within our community.

We believe your presence would greatly enhance the discussions and help foster a more inclusive environment. Please feel free to share this invitation with others who may benefit from this training.

Kindly RSVP by [RSVP Deadline] to [RSVP Contact Information]. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for considering this opportunity to make a positive impact in our community.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Your Signature (if sending a hard copy)]