

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to participate in the upcoming First Certificate in English (FCE) preparation workshop, which will take place on [Date] at [Location]. The workshop is designed to help students improve their English language skills and adequately prepare for the FCE exam.

During the workshop, we will cover key areas such as reading, writing, listening, and speaking, along with strategies for exam success. There will also be opportunities for practice tests and personalized feedback. Please let me know if you will be able to join us by [RSVP Date]. I believe your involvement will greatly benefit both you and other attendees.

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Position/Title]

[Your Organization]