

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: GVSW Notification

I am writing to formally notify you regarding the GVSW (Groundwater Voluntary Site Workshop) scheduled for [insert date]. This event aims to provide critical information and facilitate discussions on the implications and management strategies related to groundwater resources. Details of the GVSW are as follows:

- ****Date:**** [Insert date]
- ****Time:**** [Insert time]
- ****Location:**** [Insert location]
- ****Agenda:**** [Briefly outline agenda items]

We encourage your participation as your insights and expertise will be invaluable during this workshop. Please confirm your attendance by [insert RSVP date].

Should you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]