

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

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

Dear [Recipient Name],

Subject: Invitation to QGIS Training Workshop

We are pleased to invite you to participate in our upcoming QGIS Training Workshop scheduled for [Dates] at [Location]. This workshop is designed to enhance your skills in Geographic Information Systems (GIS) using the powerful QGIS software.

**\*\*Workshop Details:\*\***

- **\*\*Dates:\*\*** [Start Date] to [End Date]
- **\*\*Time:\*\*** [Start Time] to [End Time]
- **\*\*Location:\*\*** [Venue/Online Platform Details]
- **\*\*Facilitators:\*\*** [Names/Qualifications of Trainers]
- **\*\*Target Audience:\*\*** [Who should attend]
- **\*\*Registration Fee:\*\*** [Amount or Free]

The training will cover topics such as:

- Introduction to QGIS Interface
- Working with Spatial Data
- Cartography and Map Design
- Advanced Analysis Techniques

Please confirm your participation by [RSVP Deadline] by replying to this email or contacting [Contact Person]. We look forward to your participation, which we believe will greatly contribute to enhancing your GIS capabilities.

Thank you, and we hope to see you there!

Sincerely,

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