

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

Dear [Recipient Name],

Subject: Invitation to Facilitate a QGIS Workshop

I hope this message finds you well. We are pleased to invite you to facilitate a workshop on QGIS, scheduled for [date(s)] at [location]. The objective of this workshop is to equip participants with essential skills in utilizing QGIS for [specific purposes or fields, e.g., urban planning, environmental analysis]. We anticipate that your expertise in this area will significantly enhance the learning experience.

We propose the following agenda for the workshop:

1. **\*\*Introduction to QGIS\*\***
2. **\*\*Exploring QGIS Interface\*\***
3. **\*\*Data Management and Analysis\*\***
4. **\*\*Visualization Techniques\*\***
5. **\*\*Practical Exercises\*\***
6. **\*\*Q&A Session\*\***

We are aiming for an engaging and interactive format, and we believe your contribution will be invaluable. We would like to discuss your availability and any specific requirements you may have for the workshop. Please let us know your preferred dates for a short meeting to discuss this proposal further.

Thank you for considering this opportunity. We look forward to your positive response.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]