

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

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

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am excited to invite you to participate in an upcoming Qigong workshop scheduled for [date] at [location]. This workshop aims to introduce participants to the foundational practices of Qigong, emphasizing relaxation, stress relief, and holistic well-being.

During the workshop, you will have the opportunity to learn various Qigong movements and breathing techniques that promote energy flow and enhance overall health. Whether you are a beginner or have some experience, this workshop is designed to accommodate all skill levels.

Details of the workshop are as follows:

- \*\*Date\*\*: [Date]
- \*\*Time\*\*: [Start Time] to [End Time]
- \*\*Location\*\*: [Venue/Room, Address]
- \*\*Cost\*\*: [Fee/Donation information]
- \*\*What to Bring\*\*: [Comfortable clothing, water bottle, yoga mat, etc.]

Please RSVP by [RSVP Date] to ensure your spot, as spaces are limited.

You can contact me at [phone number] or [email address].

I look forward to sharing this healing practice with you. Thank you for considering this opportunity to enhance your physical and mental well-being through Qigong.

Warm regards,

[Your Name]  
[Your Title/Organization, if applicable]