

[Your Name]
[Your Position]
[Your Organization]
[Your 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],

I hope this letter finds you well. I am writing to share the agenda for the upcoming workshop titled "[Workshop Title]," scheduled for [Date] at [Location]. This workshop aims to [briefly state the workshop's purpose].

****Workshop Agenda:****

****8:00 AM - 9:00 AM**:** Registration & Networking
****9:00 AM - 9:15 AM**:** Welcome Address
****9:15 AM - 10:30 AM**:** Session 1: [Session Title]
****10:30 AM - 10:45 AM**:** Break
****10:45 AM - 12:00 PM**:** Session 2: [Session Title]
****12:00 PM - 1:00 PM**:** Lunch
****1:00 PM - 2:15 PM**:** Session 3: [Session Title]
****2:15 PM - 2:30 PM**:** Break
****2:30 PM - 3:45 PM**:** Session 4: [Session Title]
****3:45 PM - 4:00 PM**:** Closing Remarks

Please RSVP by [RSVP Date] to confirm your attendance. Should you have any questions, feel free to reach out to me.

Thank you, and I look forward to seeing you at the workshop!

Best regards,

[Your Name]
[Your Position]
[Your Organization]