

[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],

We are pleased to invite you to participate in our upcoming workshop titled "[Workshop Title]" scheduled for [Date] from [Start Time] to [End Time]. The workshop will be held at [Location/Platform].

This workshop aims to [briefly describe the purpose and objectives of the workshop]. We believe your participation will greatly enhance the discussion and outcomes.

Please find the details below:

**\*\*Workshop Title:\*\*** [Workshop Title]  
**\*\*Date:\*\*** [Date]  
**\*\*Time:\*\*** [Start Time] - [End Time]  
**\*\*Location:\*\*** [Venue/Online Platform Link]

**\*\*Agenda:\*\***

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

To confirm your attendance, please RSVP by [RSVP Deadline] to [RSVP Contact Information].

We look forward to your positive response and hope to see you at the workshop.

Best regards,

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