

[Your Name]
[Your Job Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Partner's Name]
[Partner's Job Title]
[Partner's Organization]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. We are excited to invite [Partner's Organization] to partner with us for an upcoming workshop titled "[Workshop Title]," scheduled for [Date] at [Location].

The goal of this workshop is to [briefly describe the purpose and objectives of the workshop]. We believe that your expertise in [specific area related to the partner's organization] would greatly enhance the quality of the event and provide valuable insights to all participants. We envision a collaborative effort where both our organizations can benefit by [explain mutual benefits of partnership]. We would love to discuss the details, including co-hosting arrangements, promotional activities, and logistical considerations.

Please let us know a convenient time for you to meet and discuss this exciting opportunity further. We are looking forward to the possibility of working together and making this workshop a great success.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Job Title]
[Your Organization]