

[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 am writing to propose a workshop titled "[Workshop Title]" to be held on [Proposed Date] at [Proposed Location]. This workshop aims to [briefly describe the purpose and goals of the workshop].

The content will cover topics such as [list key topics to be discussed], and will be designed for [target audience]. We believe that this workshop will provide valuable insights and practical skills that can be applied immediately.

We are looking to accommodate [number of participants] participants, and we will provide all necessary materials and refreshments. The workshop will be led by [Instructor/Facilitator Name], who has expertise in [Instructor's background and qualifications].

We would appreciate the opportunity to discuss this proposal further and explore potential collaboration. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

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