

Dear [Recipient's Name],

We are pleased to invite you to participate in our upcoming Board Leadership Capacity Building Workshop scheduled for [Date] at [Location]. This workshop is designed to enhance the skills and effectiveness of board members in governance and strategic planning.

During this workshop, attendees will engage in interactive sessions led by experienced facilitators, covering key topics such as:

- Effective Governance Practices
- Strategic Planning and Management
- Board Dynamics and Team Building
- Financial Oversight and Accountability

Please RSVP by [RSVP Deadline] to confirm your attendance. We believe your participation will greatly contribute to the success of the workshop and the overall effectiveness of our board.

Thank you for your commitment to excellence in board governance. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]