

Invitation to Guest Lecture

Dear [Facilitator's Name],

We are pleased to invite you to be a guest lecturer at our upcoming workshop titled "[Workshop Title]." The workshop is scheduled for [Date] at [Location]. Your expertise in [Facilitator's Area of Expertise] will greatly benefit our participants.

The session will begin at [Time] and will be followed by a Q&A segment to engage with the attendees. We believe your insights will inspire and educate our audience.

Please let us know your availability by [RSVP Date]. We look forward to the possibility of having you with us.

Thank you for considering our invitation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]