

Invitation to Conduct a Workshop

Dear [Guest Lecturer's Name],

We are pleased to invite you to conduct a workshop on [Workshop Topic] at [Institution/Organization Name]. Your expertise and insights in [Relevant Field/Subject] would be incredibly valuable to our participants.

Details of the event are as follows:

- Date: [Date]
- Time: [Time]
- Location: [Venue/Platform]
- Duration: [Duration]

We hope you will accept our invitation and share your knowledge with our community. Please let us know your availability at your earliest convenience.

Thank you for considering our invitation.

Best regards,

[Your Name]

[Your Position]

[Institution/Organization Name]

[Contact Information]