

Invitation to Facilitate a Workshop

Dear [Facilitator's Name],

We are pleased to invite you to serve as a workshop facilitator at the upcoming [Conference Name] scheduled for [Dates] at [Location]. Your expertise in [Facilitator's Area of Expertise] would greatly benefit our attendees and contribute to the success of the conference.

The workshop, titled "[Workshop Title]," will cover [Brief Description of the Workshop]. We believe your unique insights and experience will foster engaging discussions and provide valuable learning opportunities.

Please let us know your availability for this event by [RSVP Deadline]. We look forward to the possibility of having you join us as a facilitator.

Thank you for considering this invitation. Should you have any questions, feel free to reach out to us at [Contact Information].

Warm regards,

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