

Application for Workshop Facilitation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in facilitating a workshop at the upcoming [Event Name] scheduled for [Event Date]. With my expertise in [Your Area of Expertise] and experience in conducting workshops, I believe I can contribute significantly to the event.

I propose to conduct a workshop on [Workshop Topic], which aims to [Briefly Describe the Objective of the Workshop]. I have successfully facilitated similar workshops in the past, and I am confident that participants will benefit from the interactive and engaging format I offer.

Enclosed with this letter are my credentials and a brief outline of the proposed workshop. I am eager to discuss this opportunity further and would be happy to adapt the workshop content to meet the needs of your audience.

Thank you for considering my application. I look forward to the possibility of collaborating with you at the [Event Name].

Sincerely,

[Your Name]

[Your Title/Organization]