

Invitation to Facilitate a Workshop

Dear [Facilitator's Name],

We are excited to invite you to be a workshop facilitator at the upcoming [Conference Name] hosted by [Association Name] on [Date] at [Location]. Your expertise in [Facilitator's Area of Expertise] would greatly benefit our attendees.

This year's conference theme is "[Conference Theme]," and we believe your workshop on "[Workshop Title]" will provide valuable insights and practical skills to our participants.

Details of the Workshop:

- **Duration:** [Duration of Workshop]
- **Target Audience:** [Expected Audience]
- **Materials Needed:** [Any Specific Requirements]

We would be honored to have you join us as a facilitator. Please let us know your availability by [RSVP Date]. Should you have any questions or need further information, feel free to reach out.

Thank you for considering this opportunity. We hope to hear from you soon!

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]