

Distribution of Workshop Materials

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Distribution of Workshop Materials for Medical Problem-Solving

Dear [Recipient Name],

We are pleased to inform you that the materials for the upcoming workshop on Medical Problem-Solving, scheduled for [insert date], are ready for distribution. These materials are intended to enhance your learning experience and to provide you with the necessary resources for effective participation.

The following materials will be provided:

- Workshop Handbook
- Case Studies Packet
- Access to Online Resources
- Evaluation Forms

Please ensure to review the materials in advance and come prepared with any questions or topics you would like to discuss during the workshop.

Should you have any inquiries regarding the workshop or the materials, do not hesitate to reach out to me at [your contact information].

Thank you for your attention, and we look forward to your active participation.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]