

# Invitation to Our Upcoming Event/Workshop

Dear [Recipient's Name],

We are excited to invite you to our upcoming event/workshop titled "[Event/Workshop Title]", scheduled for [Date] at [Location].

## Language Options

To ensure that everyone can participate, we will provide simultaneous translation in the following languages:

- English
- [Language 1]
- [Language 2]
- [Language 3]

## Agenda

The event will cover:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

## RSVP

Please confirm your attendance by [RSVP Date]. You can reply in your preferred language.

We look forward to welcoming you to an engaging and productive event!

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]