

# Invitation to Facilitate Workshop at [Conference Name]

Dear [Facilitator's Name],

We are pleased to invite you to be a facilitator at the upcoming [Conference Name], scheduled for [Date] at [Location]. Your expertise and experience in [Relevant Field/Topic] would greatly enrich our event and provide valuable insights to our attendees.

The theme of this year's conference is [Theme], and we are focusing on innovative strategies and best practices. We believe your workshop on [Workshop Topic] will resonate well with our audience.

Details of the event are as follows:

- Date: [Date]
- Time: [Time]
- Location: [Venue]
- Expected Number of Participants: [Number]

Please confirm your participation by [RSVP Date]. Should you have any questions or require further information, feel free to contact us at [Contact Information].

We look forward to your positive response and to an enriching workshop!

Best regards,

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