

Letter of Solicitation for Workshop Facilitator

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce our upcoming workshop titled "[Workshop Title]" scheduled for [Insert Date] at [Insert Venue]. The purpose of this workshop is to [briefly explain the purpose or goals of the workshop].

We are currently seeking a skilled facilitator who can guide our participants through engaging activities and insightful discussions. Given your expertise in [mention relevant field or subject], we believe that you would be a perfect fit for this role.

The workshop will provide an opportunity for participants to [mention expected outcomes or benefits]. We would be honored to have you facilitate this event and share your knowledge with our attendees.

If you are interested and available, please let us know by [Insert Response Deadline]. We would love to discuss this opportunity further and go over details regarding compensation, logistics, and workshop content.

Thank you for considering our request. We look forward to the possibility of collaborating with you for this exciting event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]