

Request for Supplementary Workshop Materials

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request supplementary materials for the upcoming workshop titled "[Workshop Title]," scheduled for [Workshop Date].

To enhance the participants' experience and ensure the workshop's success, I would like to request the following materials:

- [Material 1]
- [Material 2]
- [Material 3]

Your support in providing these materials would be greatly appreciated and will contribute significantly to the workshop's effectiveness.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]