

Subject: Request for Your Presence at Upcoming Corporate Workshop

Dear [Colleague's Name],

I hope this message finds you well. I am writing to formally invite you to attend our upcoming corporate workshop titled "[Workshop Title]", which will take place on [Date] at [Location].

Your expertise in [Colleague's Area of Expertise] would greatly enrich our discussions and contribute to the overall success of the workshop. We believe that your participation will not only benefit the team but also provide you with valuable insights and networking opportunities.

Please let me know at your earliest convenience if you will be able to join us. We look forward to your positive response.

Thank you for considering this invitation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]