

# Invitation to Orientation Program

Dear [Attendee's Name],

We are excited to invite you to the Orientation Program for the upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Location].

This orientation will provide you with valuable information about the workshop, including schedules, facilitators, and what to expect. It is a great opportunity to meet fellow attendees and network.

## Details of the Orientation Program:

- **Date:** [Orientation Date]
- **Time:** [Orientation Time]
- **Location:** [Orientation Location]

Please confirm your attendance by replying to this email by [RSVP Date].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]