

Invitation to Vendor Policy Workshop

Dear [Vendor's Name],

We are pleased to invite you to our upcoming Vendor Policy Workshop scheduled for [Date] at [Time]. The workshop will take place at [Location].

This workshop aims to provide insights into our updated vendor policies, enhance collaboration, and address any inquiries you may have.

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]