

Request for Workshop Facilitation

Dear [Facilitator's Name],

I hope this message finds you well. My name is [Your Name], and I am organizing a professional seminar titled "[Seminar Title]" scheduled for [Date] at [Location]. We are seeking an experienced workshop facilitator who can engage our participants effectively and provide them with valuable insights.

Given your expertise in [Relevant Expertise], we believe that your participation would greatly enhance the value of our seminar. The workshop is expected to last approximately [Duration] and will focus on [Workshop Topic].

Please let us know your availability and fee structure for this engagement. We would greatly appreciate the opportunity to collaborate with you and make this seminar a success.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]