

Request for Participation in Learning Workshop

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation in the upcoming learning workshop titled "[Workshop Title]," scheduled for [Date] at [Location].

This workshop aims to [briefly describe the purpose of the workshop and its benefits]. Your experience and insights would greatly contribute to the discussions and activities planned.

Please let us know your availability to attend the workshop by [RSVP Deadline]. Should you require any additional information, feel free to reach out to me directly.

Thank you for considering this opportunity to engage with our learning community. We hope to see you there.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]