

Invitation to Capacity Building Workshop

Dear [Recipient's Name],

We are pleased to invite you to our upcoming Capacity Building Workshop, aimed at enhancing the skills and knowledge of social service agencies. This workshop will provide valuable insights and practical strategies to strengthen your organization's capacity in delivering effective services.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue]

Join us for a day of interactive sessions, expert presentations, and networking opportunities with fellow professionals in the social service sector. Together, we can foster a stronger community.

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

We look forward to seeing you at the workshop!

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]