

Invitation to Facilitate a Workshop

Dear [Facilitator's Name],

We are pleased to invite you to serve as a facilitator for our upcoming workshop titled "[Workshop Title]", scheduled to take place on [Date] at [Location].

This workshop aims to [Brief Description of Workshop Objectives]. Your expertise in [Facilitator's Area of Expertise] would greatly benefit our participants.

Details of the Workshop:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue]
- **Participants:** [Number of Participants]

We would be honored to have you join us in this endeavor. Please let us know your availability for this workshop by [RSVP Date].

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]