

Request for Workshop Facilitator

Dear [Facilitator's Name],

I hope this message finds you well. My name is [Your Name] and I am [Your Position] at [Your Organization]. We are currently in the process of organizing a workshop titled "[Workshop Title]" scheduled for [Date] at [Location].

We would be honored if you could facilitate this workshop. Your expertise in [Relevant Expertise/Field] would greatly benefit our participants, and we believe your involvement would enhance the overall experience.

The workshop aims to [Brief Description of Workshop Goals]. We expect around [Number of Participants] attendees, and it will last approximately [Duration of Workshop].

If you are available, we would like to discuss this opportunity further and can provide any additional details you may need. Please let us know your availability for a brief call or meeting at your earliest convenience.

Thank you for considering our request. We look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]