

Dear [Facilitator's Name],

I hope this message finds you well. We are pleased to inform you that you have been selected as a facilitator for our upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Location].

To proceed further, we kindly request your confirmation of your availability for this role. Please confirm by [Confirmation Deadline] so we can finalize our arrangements.

Thank you for your attention to this matter. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]