

# Formal Invitation to Workshop

Date: [Insert Date]

Dear [Facilitator's Name],

We are pleased to invite you to be a facilitator for our upcoming workshop titled "[Workshop Title]" scheduled for [insert date] at [insert location]. Your expertise in [insert relevant subject area] would greatly contribute to the success of this event.

The workshop aims to [briefly describe the purpose of the workshop and the audience]. We believe that your participation would provide valuable insights and guidance to all attendees.

Please confirm your availability by [insert RSVP deadline] to ensure we can finalize the agenda. Should you have any questions or require further details, feel free to reach out.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]