

# **Inquiry for Workshop Facilitator Availability**

Dear [Facilitator's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Organization]. We are currently in the process of planning a workshop on [Workshop Topic] and are interested in your expertise as a facilitator.

Could you please let us know your availability for conducting this workshop during the following dates: [Insert Dates]? Additionally, we would appreciate any information on your fees and the topics you can cover.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]