

Notification of Workshop Facilitator Selection

Dear [Facilitator's Name],

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]. Your expertise and experience in [relevant field/subject] made you an ideal candidate for this role.

The workshop aims to [briefly describe the objective of the workshop]. We believe that your contribution will be invaluable in achieving our goals.

Please confirm your availability for this workshop by [Response Deadline]. We will follow up with additional details regarding the agenda and logistics soon after receiving your confirmation.

Thank you for your willingness to share your knowledge with our participants. We look forward to working with you.

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]