

# Request for Workshop Facilitator Engagement

Date: [Insert Date]

[Facilitator's Name]

[Facilitator's Address]

[City, State, Zip Code]

Dear [Facilitator's Name],

We are excited to announce that we will be hosting a workshop titled "[Workshop Title]" on [Date] at [Location]. We are looking for an experienced facilitator to lead this event and would be honored if you would consider being our facilitator.

The workshop aims to [briefly describe the purpose and goals of the workshop]. We believe your expertise in [Facilitator's Expertise Area] would greatly benefit our attendees.

We would like to discuss the details with you further and explore how we can work together to make this workshop a success. We envision the following structure for the workshop:

- Duration: [Specify Duration]
- Target Audience: [Specify Audience]
- Topics covered: [List Topics]

We are looking forward to the possibility of collaborating with you on this initiative. Please let us know your availability for a brief meeting to discuss this in more detail.

Thank you for considering our request. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]