

# Subject: Invitation to Contribute as a Workshop Facilitator

Dear [Facilitator's Name],

We hope this message finds you well. We are excited to announce an upcoming workshop on [Workshop Topic] scheduled for [Date] at [Location]. Given your expertise in [Facilitator's Expertise Area], we would like to extend an invitation for you to facilitate this workshop.

The workshop aims to [Workshop Objective], and your contribution would be invaluable in helping participants gain insights and practical skills.

We would like to discuss the potential collaboration and any arrangements that can be made for your involvement, including [details about compensation, travel costs, etc.].

Could we schedule a call or meeting at your convenience to discuss this further? We believe your participation will greatly enhance the value of the workshop.

Thank you for considering this opportunity. We look forward to the possibility of working together.

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