

Letter of Facilitation for Hands-On Learning Session

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Facilitation of Hands-On Learning Session

Dear [Recipient's Name],

I am writing to confirm my facilitation of the upcoming hands-on learning session scheduled for [Insert Date and Time] at [Insert Location]. This session aims to provide participants with practical experience in [Insert Topic or Skill].

The agenda for the session will include:

- Introduction to [Topic]
- Interactive Activities
- Group Discussions
- Wrap-Up and Feedback

Please ensure that all participants bring the necessary materials, which include [List any materials]. I am looking forward to a productive and engaging session that enhances learning through hands-on experience.

If you have any questions or require further information, please feel free to reach out to me at [Your Email] or [Your Phone Number].

Thank you, and I look forward to collaborating on this exciting learning opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]