

Invitation to Academic Advising Workshop

Dear [Recipient's Name],

We are pleased to invite you to participate in our upcoming Academic Advising Workshop scheduled for [Date] at [Time]. The workshop will be held at [Location].

This workshop aims to enhance academic advising skills, share best practices, and foster collaboration among academic advisors. We believe your insights and contributions would greatly enrich the discussions.

Please confirm your attendance by [RSVP Deadline].

We look forward to your participation.

Best regards,
[Your Name]
[Your Title]
[Your Institution]
[Your Contact Information]