

Dear Students,

We are excited to announce a Student Success Workshop scheduled for **Date** at **Time**. This workshop is designed to help you enhance your academic skills and achieve your personal goals.

Workshop Details:

- **Date:** [Insert date]
- **Time:** [Insert time]
- **Location:** [Insert location]
- **Facilitator:** [Insert facilitator's name]

Please join us for an interactive session filled with valuable strategies for your academic journey. Refreshments will be provided.

RSVP:

Kindly confirm your attendance by **Date** to ensure adequate resources are available.

We look forward to seeing you there!

Sincerely,
[Your Name]
[Your Title]
[Your Institution]