

# You're Invited!

Dear [Recipient's Name],

We are pleased to invite you to participate in our upcoming Retail Training Workshop scheduled for [Date] at [Location]. This workshop aims to enhance your skills and knowledge in retail strategies, customer service, and sales techniques.

## Details of the Workshop:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Address]
- **Agenda:** [Brief agenda details]

Please RSVP by [RSVP Date] to confirm your participation.

We look forward to your participation!

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]