

# Invitation to External Training Workshop

Dear [Recipient's Name],

We are pleased to invite you to attend an external training workshop titled "[Workshop Title]". This workshop is designed to enhance your skills in [specific skills or topics].

## Details of the Workshop:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Online Link]
- **Facilitator:** [Facilitator's Name]

Please confirm your attendance by [RSVP Date]. We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]