

# Announcement: Capacity Building Workshop

Dear [Recipient's Name],

We are pleased to announce a Capacity Building Workshop for NGOs, organized by [Your Organization Name]. The workshop aims to enhance the skills and knowledge of participants in various areas, including project management, fundraising, and community engagement.

## Details of the Workshop:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]
- **Target Audience:** [Specify Audience]

Join us for an engaging session with expert speakers, interactive discussions, and networking opportunities. Together, we can strengthen our impact in the community.

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

We look forward to your participation!

Best Regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]