

Invitation to NGO Capacity Building Workshop

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to invite you to our upcoming Capacity Building Workshop for NGOs, scheduled to take place on [Insert Date] at [Insert Venue]. This workshop aims to enhance the skills and knowledge of organizations like yours, focusing on effective project management, funding strategies, and community engagement.

Details of the Workshop:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue]
- **Registration Fee:** [Insert Fee, if applicable]

Please confirm your attendance by [RSVP Date] by replying to this email or contacting us at [Contact Information]. We look forward to your participation in this enriching experience.

Best Regards,

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