

Invitation to Participate in NGO Disaster Preparedness Workshop

Dear [Recipient's Name],

We are pleased to invite you to participate in our upcoming Disaster Preparedness Workshop organized by [Your NGO's Name]. This workshop aims to enhance knowledge and skills related to disaster management and preparedness in our communities.

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

Your participation will contribute to the important discussions and activities planned for the day, enabling us all to better prepare and respond to potential disasters in our area.

Kindly confirm your attendance by [RSVP Date] by contacting us at [Contact Information].

We look forward to your positive response and hope to see you there.

Warm regards,

[Your Name]

[Your Position]

[Your NGO's Name]

[Your Contact Information]