

Request for Workshop Facilitation

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your facilitation of a workshop at the upcoming [Conference Name], scheduled for [Date] at [Location]. Your expertise in [specific subject area] would greatly benefit our attendees and contribute to the overall success of the conference.

The workshop is planned for [duration] and is aimed at [target audience]. We believe that your insights and experiences would provide invaluable knowledge, making a significant impact on participants.

We would be happy to discuss any details regarding logistics, compensation, and how we can support your participation. Please let us know if you would be available for this opportunity and we can arrange a meeting at your convenience.

Thank you for considering our request. We look forward to the possibility of collaborating with you at [Conference Name].

Sincerely,

[Your Name]
[Your Position]
[Your Organization]