

Subject: Invitation for Feedback on Our Upcoming Workshop Proposal

Dear [Recipient's Name],

We hope this message finds you well. We are excited to announce that we are in the process of planning a workshop titled **[Workshop Title]**, scheduled for **[Date]** at **[Location]**.

The workshop aims to **[Brief Description of Workshop Goals]**. We believe your insights and feedback would be invaluable to ensure the success of this event.

We invite you to review our proposed agenda and provide any suggestions or feedback you may have. Your expertise in **[Relevant Area]** would greatly enhance our preparation.

Attached to this email, you will find the workshop proposal document. We would appreciate it if you could share your thoughts by **[Feedback Deadline]**.

Thank you for considering this invitation. We look forward to your valuable input.

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]