

# You're Invited to Our Disaster Readiness Workshop!

Dear [Recipient's Name],

We are pleased to invite you to our upcoming Disaster Readiness Workshop, aimed at equipping our community with essential skills and knowledge to effectively prepare for and respond to emergencies.

**Date:** [Date of Workshop]

**Time:** [Start Time] - [End Time]

**Location:** [Venue/Address]

Join us for an informative workshop where you will learn about:

- Disaster preparedness planning
- Emergency response techniques
- First aid basics
- Community resources and support

This workshop is free of charge and open to everyone. Please RSVP by [RSVP Deadline] to ensure your spot.

Contact us at [Contact Information] for any questions.

We look forward to seeing you there!

Sincerely,

[Your Organization's Name]

[Your Name]

[Your Position]