

# Invitation to Facilitate a Workshop at the Academic Conference

Dear [Facilitator's Name],

We are pleased to invite you to facilitate a workshop titled "[Workshop Title]" at the upcoming [Conference Name] scheduled to take place from [Date] to [Date] in [Location].

Your expertise in [relevant field/topic] makes you an ideal candidate to lead this session, and we believe that your insights will greatly benefit our attendees.

Please find the workshop details below:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Expected Audience:** [Audience Type]

We would be honored to have you on board, and we can discuss any logistical support you may need, including travel and accommodations.

Kindly respond by [Response Deadline] to confirm your participation.

Thank you for considering our invitation. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Conference Organization]

[Email Address]

[Phone Number]