

Invitation to Instructional Workshop

Dear [Participant's Name],

We are pleased to invite you to our upcoming instructional workshop:

Workshop Title: [Workshop Title]

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue/Room Name]

Facilitator: [Facilitator's Name]

Workshop Overview:

[Brief description of the workshop and its objectives.]

Who Should Attend:

[Target audience description.]

Materials Needed:

[List any materials participants should bring or will be provided.]

Please RSVP by [RSVP Deadline] to confirm your attendance.

We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]