

# Announcement: Special Guest Speaker for Our Writing Workshop

Dear [Recipient's Name],

We are thrilled to announce that [Guest Speaker's Name], a renowned [title or expertise of the guest speaker], will be joining us for our upcoming writing workshop on [date]. [He/She/They] has authored several acclaimed works and is known for [brief highlight of the speaker's achievements].

This workshop will be a fantastic opportunity to learn from [Guest Speaker's Name] and gain valuable insights into [specific topics or skills to be covered]. Join us at [location] from [time] to [time].

Please RSVP by [RSVP deadline]. We look forward to an engaging and enriching session!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]