

[Date]

Dear Community Member,

We are excited to invite you to our upcoming community workshop, designed to promote learning and skill-building among local residents. This workshop aims to engage, educate, and empower our neighborhood by offering valuable knowledge and practical techniques in a welcoming environment.

Workshop Details:

Title: [Workshop Title]

Date: [Workshop Date]

Time: [Workshop Time]

Location: [Workshop Location]

Key Topics: [Briefly list main topics, e.g., Financial Literacy, Resume Writing, Digital Skills]

Please join us for this enriching experience. Your participation not only supports your personal growth but also strengthens our community. To confirm your attendance, kindly fill out the attached registration form and return it to us by [Registration Deadline].

For any questions or more information, please contact us at [Contact Email/Phone].

Sincerely,

[Organizer's Name]

[Organization or Group Name]

Workshop Registration Form

Full Name:

Email Address:

Phone Number:

Mailing Address:

Workshop Preferences (please check all that apply):

☐

[Topic 1]

☐

[Topic 2]

☐

[Topic 3]

Additional Comments or Special Needs:

Please print, complete, and return this form by [Registration Deadline].