

# Invitation Letter for Training Workshop

**Date:** [Insert Date]

**To:** [Student's Name]

**Class/Department:** [Insert Class/Department]

Dear [Student's Name],

We are pleased to invite you to participate in an upcoming **training workshop** titled "[Workshop Title]," aimed at enhancing your skills and knowledge in [relevant topic/subject].

## Details of the Workshop:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Venue:** [Insert Venue/Room Number]

**Duration:** [Insert Duration]

This workshop is a valuable opportunity to learn from experienced instructors, engage in interactive activities, and expand your understanding of [subject/skill area]. We strongly encourage you to attend and take advantage of the learning resources provided.

To confirm your attendance or for any queries, please contact [Contact Person Name] at [Contact Email/Phone Number] by [RSVP Deadline, if any].

We look forward to your participation and an engaging workshop experience!

Best regards,

[Organizer's Name]

[Title/Position]

[School/Organization Name]

[Contact Information]