

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Subject: Invitation to Participate in Workshop on [Workshop Topic]

Dear [Recipient's Name],

We are pleased to invite you to participate in the upcoming workshop titled **“[Workshop Title]”** organized by [Organizer's Name/Organization]. The workshop will be held on **[Date]**, from **[Start Time]** to **[End Time]** at **[Venue/Location]**.

The primary objective of this workshop is to [briefly state the purpose and objectives of the workshop, e.g., foster knowledge exchange, promote best practices, discuss recent developments, etc.]. The event will bring together professionals, experts, and stakeholders from the industry to engage in informative sessions and collaborative discussions.

**Workshop Agenda Highlights:**

- Welcome and Introduction
- Keynote Address by [Speaker's Name]
- Interactive Sessions and Group Activities
- Panel Discussion and Q&A
- Networking Opportunities

(A detailed agenda is attached for your reference.)

Your participation would be highly valuable and contribute significantly to the success of this event. Kindly confirm your attendance by replying to this letter or contacting us at [Contact Email/Phone] by [RSVP Date].

We sincerely hope you will be able to join us for this important event. Should you have any questions or require further information, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]