

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

[Recipient's Address]

Subject: **Invitation to Attend Workshop on [Workshop Topic]**

Dear [Recipient's Name],

On behalf of [Your Organization Name], it is our pleasure to formally invite you to participate in the upcoming workshop titled **“[Workshop Title]”**. The workshop will be held on **[Date]** at **[Venue/Location, with address]** from **[Start Time]** to **[End Time]**.

The objective of this workshop is to **[briefly describe the purpose and objectives]**. We strongly believe that your expertise and insights would greatly enrich the discussions and contribute to the overall success of the event.

Please confirm your participation by **[RSVP Deadline]** by contacting **[Contact Person's Name]** at **[Contact Email, Phone Number]**. Should you require any further information or have specific requirements, do not hesitate to reach out.

We look forward to your positive response and to welcoming you at the workshop.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Contact Information]