



**Date:** [Insert Date]

**Ref:** [Reference Number, if any]

**To:**

[Participant's Name]

[Participant's Designation/Department]

[Company/Organization Name]

[Address]

**Subject: Invitation to Attend Technical Workshop**

Dear [Participant's Name],

We are pleased to invite you to participate in our upcoming **Technical Workshop** titled *[Workshop Title]*, scheduled to be held on **[Date]** at **[Venue/Platform]**.

The primary objective of this workshop is to enhance your technical proficiency in **[specific subject or technology]** and foster knowledge sharing among professionals in the field. The event will feature interactive presentations, hands-on sessions, and discussions led by industry experts.

**Workshop Details:**

- **Date:** [Date]
- **Time:** [Start Time] – [End Time]
- **Venue:** [Venue/Virtual Platform Details]
- **Agenda:** [Brief Agenda Overview; attach detailed schedule if available]

Your esteemed presence and active participation would add great value to the workshop. Kindly confirm your attendance by **[RSVP date]** by replying to this email or contacting **[Contact Person's Name and Details]**.

We look forward to welcoming you at the workshop and engaging in fruitful discussions together.

Should you require any further information, please feel free to reach out.

Sincerely,

[Your Name]

[Your Designation]

[Organization Name]

[Contact Number]

[Email Address]