

[Your Organization Logo]

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]