

Date: June 20, 2024

Subject: Invitation to Participate in the 'Effective Communication Skills' Workshop

Dear [Participant Name],

We are pleased to invite you to our upcoming workshop on **Effective Communication Skills**, designed to enhance your professional communication abilities and foster greater collaboration.

Workshop Details:

- **Date:** July 15, 2024
- **Time:** 9:00 AM – 4:00 PM
- **Venue:** Conference Room A, Downtown Business Center, 123 Main Street, Your City

Agenda Highlights:

- Interactive sessions on communication strategies
- Group activities and role-playing
- Expert keynote speakers
- Networking opportunities

To confirm your participation, kindly complete the attached registration form and submit it by **July 1, 2024**.

You may email your completed form to workshops@organization.com.

Should you have any questions or require further information, please contact us at (555) 123-4567. We look forward to your participation in this enriching event.

Sincerely,
[Your Name]
Workshop Coordinator
Organization Name
[Email Address] | [Phone Number]

Workshop Registration Form

Full Name:

Organization:

Position/Title:

Email Address:

Phone Number:

Dietary Restrictions:

Special Requirements:

I confirm my attendance:

Yes

Submit Registration