

Formal Invitation Letter for Training Workshop Sample

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Organization/Department, if applicable]

[Recipient Address]

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

Dear [Recipient Name],

We are pleased to cordially invite you to participate in the **[Title of Workshop]** scheduled to take place on **[Date]** from **[Start Time]** to **[End Time]** at **[Venue/Location]**.

The main objective of the workshop is to **[briefly state the purpose/objective of the workshop, e.g., build knowledge, develop skills, introduce new policies, etc.]**. Throughout this program, participants will have the opportunity to engage in interactive sessions, share their insights, and network with other professionals in the field.

Workshop Agenda Highlights:

- [Agenda Item 1 with brief description]
- [Agenda Item 2 with brief description]
- [Agenda Item 3 with brief description]

We kindly request you to confirm your attendance by **[RSVP Deadline, e.g., June 20, 2024]** to assist us in making the necessary arrangements. Please RSVP by replying to this letter or contacting **[Contact Person's Name]** at **[Contact Phone Number]** or **[Contact Email Address]**.

We look forward to your valued participation in this workshop, which promises to be an enriching and productive experience for all.

Sincerely,

[Your Name]

[Your Position/Title]

[Company/Organization Name]

[Contact Information]