

[Your Organization's Letterhead]

Date: [Insert Date]

To:

[Recipient's Name]
[Designation/Position]
[Organization Name]
[Address Line 1]
[City, State, ZIP code]

Subject: Formal Invitation to Training Workshop

Dear [Recipient's Name],

We are pleased to invite you to participate in our upcoming **Training Workshop on [Workshop Topic]** organized by [Your Organization's Name]. The workshop is designed to provide comprehensive insights into [briefly state workshop purpose/objective].

Event Details:

Date: [Workshop Date]
Venue: [Workshop Venue, Address]
Contact: [Contact Details]

Workshop Schedule:

Time	Session	Facilitator
09:00 AM - 09:30 AM	Registration & Welcome	[Facilitator/Organizer's Name]
09:30 AM - 11:00 AM	Session 1: [Key Topic 1]	[Session 1 Facilitator]
11:00 AM - 11:15 AM	Coffee Break	-
11:15 AM - 12:45 PM	Session 2: [Key Topic 2]	[Session 2 Facilitator]
12:45 PM - 01:45 PM	Lunch Break	-
01:45 PM - 03:15 PM	Session 3: [Key Topic 3]	[Session 3 Facilitator]
03:15 PM - 03:30 PM	Tea Break	-
03:30 PM - 04:30 PM	Panel Discussion & Q/A	[Panelists' Names]
04:30 PM - 05:00 PM	Closing Remarks & Certificate Distribution	[Organizer's Name]

We believe your presence will greatly enrich the workshop and contribute to a productive learning environment. Kindly confirm your attendance by [RSVP deadline, e.g., June 12, 2024] by replying to this email or contacting us at [RSVP Contact Information].

Should you require any further information, please do not hesitate to get in touch.

We look forward to your participation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization's Name]
[Contact Information]