

Date: [Insert Date]

To: [Participant's Name]  
[Participant's Position/Title]  
[Participant's Organization]

Subject: Invitation to Training Workshop on [Workshop Topic]

Dear [Participant's Name],

We are pleased to invite you to attend our upcoming training workshop on [Workshop Topic], organized by [Organizer's Name/Department]. The workshop is aimed at [briefly state purpose or objective].

**Workshop Details:**

Date: [Insert Workshop Date]  
Time: [Insert Start and End Time]  
Venue: [Insert Location/Address]  
RSVP by: [Insert RSVP Date]

**Agenda:**

Time	Topic/Activity	Facilitator/Speaker
09:00 – 09:30 AM	Registration and Welcome Coffee	[Name]
09:30 – 10:15 AM	Opening Remarks & Introduction	[Name/Title]
10:15 – 11:30 AM	Session 1: [Session Topic]	[Speaker Name]
11:30 – 11:45 AM	Coffee Break	-
11:45 – 01:00 PM	Session 2: [Session Topic]	[Speaker Name]
01:00 – 02:00 PM	Lunch Break	-
02:00 – 03:15 PM	Session 3: [Session Topic/Group Activity]	[Speaker/Facilitator]
03:15 – 03:30 PM	Q&A / Discussion	All
03:30 – 04:00 PM	Closing Remarks & Next Steps	[Organizer Name]

**Registration:** Please confirm your participation by replying to this email at [contact@organization.com](mailto:contact@organization.com) or by calling [Contact Number] by [RSVP Date].

We hope you can join us for this important workshop. Should you require any further information, feel free to contact us.

Looking forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Organization Name]  
[Email Address]  
[Phone Number]