# Workshop Invitation

**Purpose:** This is a formal invitation to attend a hands-on workshop. The document outlines the event details, agenda, and registration information to ensure each participant is well-informed and prepared.

## Dear {firstName} {lastName},

We are pleased to invite you to our upcoming **{workshopTitle}**, which will take place on **{workshopDate}** at **{workshopLocation}**.

### Workshop Details

* **Title:** {workshopTitle}
* **Date:** {workshopDate}
* **Time:** {workshopTime}
* **Location:** {workshopLocation}
* **Host:** {hostName}

### Description

{workshopDescription}

{#$ registrationLink}

This workshop will be held virtually. Please ensure you have a stable internet connection and register using the following link:

**Registration Link:** {&registrationLink}

{/}

{#$ !registrationLink}

This is an in-person workshop. Please arrive at the venue at least 15 minutes early for check-in.

{/}

### Agenda

{#agendaItems}

1. **{time}:** {activity}

{/agendaItems}

### What to Bring

Please come prepared with the following items:

{#requiredItems}

* {item}

{/requiredItems}

### Attendees

|  |  |  |
| --- | --- | --- |
| **Name** | **Organization** | **Email** |
| {#attendees}{name} | {organization} | {email}{/attendees} |

### Contact

If you have any questions, feel free to contact us:

* **Contact Person:** {contactPerson}
* **Email:** {contactEmail}
* **Phone:** {contactPhone}

We look forward to your participation!

Sincerely,

**{hostName}**  
{hostTitle}