[Sender Name]

[Sender Address]

Date:

[Recipient Name],

[Recipient Address],

**Subject: Letter of Invitation for Training/Workshop**

Dear Sir/ Madam,

I am [Sender Name] and I am [Sender Designation] of the reputed Institue named, [Institute’s Name]. I am writing this letter to invite you to join our training program of [Mention the Training Program] as on [State Day and Date] at [Venue]. The timings for this training will be from [Start Time] to [Finish Time].

Our institution enjoys a great reputation in these kinds of special trainings. [Mention some brief details of the training program]. For further details, you can reach out to us on this contact number [mention contact number] or you can simply email us at [state Email Address].

We look forward to your response as we are always obliged to serve you.

Yours Sincerely,

[Sender Name],

[Sender Designation],

[Sender Signature]