

# Invite colleagues to co-facilitate

Bring people together to support your learners' success

**Directions:** Customize this boilerplate email template to invite potential collaborators to join your facilitation team.

Hello, [THEIR NAME]!

While planning for [YOUR EVENT] at [YOUR LOCATION], I thought it would be important to reach out to you and ask for help with [YOUR TOPIC].

I very much appreciate your expertise on [YOUR TOPIC]. I learned a lot from the work you did on [THEIR PROJECT] and I hope we can collaborate on improving [YOUR EVENT] for [YOUR AUDIENCE].

Would you be able to give me some feedback on [YOUR WORK]? If you're interested in thinking through [YOUR EVENT] further, I would love your help designing it and thinking of ways we might even co-facilitate parts of the agenda, your schedule permitting. I'm building a team to support this work and would love to have you on it.

Please let me know if I can answer any questions about [YOUR EVENT], [YOUR WORK], or the team I'm assembling. I appreciate any help you can offer and hope we can find ways to collaborate further!

Sincerely,  
[YOUR NAME]