**Sample Email Invite**

Dear Trailblazer,

I’d like to invite you to attend a Salesforce workshop!

Before the workshop, you should sign up for [Trailhead](https://trailhead.salesforce.com/), a free learning site that we will use during the workshop. I also recommend that you complete the [Learn Salesforce with Trailhead](https://trailhead.salesforce.com/trails/learn_salesforce_with_trailhead) content on Trailhead before you attend, to learn how to use Trailhead.

Here are the workshop details:

**Workshop:** [placeholder]

**Date & Time:** [placeholder]

**Location:** [placeholder]

**Parking / Transportation instructions:** [placeholder]

**Equipment needed:** Laptop

**Prework:** Sign up for [Trailhead](https://trailhead.salesforce.com/) and complete the [Learn Salesforce with Trailhead](https://trailhead.salesforce.com/trails/learn_salesforce_with_trailhead) trail

**RSVP:** [placeholder]

Let us know you’re coming! RSVP for the workshop now: [link]

See you at the workshop!

Best Regards,

[your name]