

Dated: {CURRENT\_DATE}

From

PRINCIPAL,

SITAMS COLLEGE

**SUBJECT: INVITATION TO WORKSHOP ON {TOPIC}**

Dear Students,

We are glad to inform you that our college is organizing a workshop on {TOPIC} on {DATE} at {TIME}, to be held at {PLACE}.The workshop is designed to provide hands-on experience and practical knowledge in the field. Students and faculty are encouraged to participate and enhance their skills. Certificates will be provided to all participants. Your active involvement will make the session more engaging and meaningful.

Copy to the Individual PRINCIPLE

Copy to R&D

Copy to HOD