Dear XXX

On behalf of [insert your organization] I would like to invite you to participate in a workshop on the governance of responsible research and innovation (RRI) in relation to [your subject].

Participation in this workshop will enhance the participants’ capacity to address RRI issues in their daily work and be crucial for [your organization] to achieve its objective: To enhance RRI in [ your area]. This implies that the participants will get the opportunity of influencing the important development of governance processes on research and innovation in [ your area of concern] .

If you do not have time to participate, we hope you can recommend a suitable person from your organization.

**The workshop will be held in [City, country, dates, year]**

Please see the attached invitation for details. If you have any further questions please contact either me or [XX]

I am looking forward to your response.

Best regards

XXX

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| [signature, title, organisation] |  | [signature, title, organisation] |
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|  |  |  |
| [Phone]  |  | [Phone] |
| [Mail to]:  |  | Mail to:  |