

The [inviter name(s) here; e.g., Minnesota Historical Society, State Archives Department], cordially invite[s] you to participate in the Metadata for Information Resources Workshop on [date here]. The workshop is a [free], day-long experience, and we hope you will take advantage of this opportunity to learn more about electronic records and metadata.

This workshop will show you how metadata can help you:

- Manage records      Laws, litigation, and common sense all point to keeping records you need and disposing of records you do not need.
- Find records      The average person and organization can generate endless amounts of electronic records, but they are useless unless you are able to find them.
- Evaluate records      Authenticity, reliability, and trustworthiness are all attributes of a record you need to know.
- Use records      Once you find a record you need to understand how to put it to use.

The workshop is an introduction to the topic of metadata. It will give you the confidence to work with metadata as a tool for managing electronic records, and will show you where and how you can learn more. The workshop will be informal, with numerous opportunities for interaction with classmates and the instructors. Please arrive ready to participate.

The workshop will be held on [date here], from [time here], at [location and address here].

**Please RSVP** to [name here] at [e-mail address here], by [RSVP date here] if you are interested in attending. In your **RSVP**, please include the following information:

First and last name  
Organization and title  
Address and telephone number  
Any special needs you may have

Once we have received your RSVP, we will send you an e-mail containing further information and introductory material on electronic records and metadata to help you prepare.

We are looking forward to meeting you at the Metadata for Information Resources Workshop on [date here].

Sincerely,

[Partners names and titles, if applicable]

[Instructors names, titles, e-mail addresses, and telephone numbers]