

The [inviter name(s) here; e.g., Minnesota Historical Society, State Archives Department] cordially invite[s] you to participate in the XML for Information Management 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 eXtensible Markup Language (XML).

This workshop will show you how XML can help you:

- Share data Different organizations rarely use the same tools to create and read data. XML can be used to store any kind of structured information, and to enclose or encapsulate it in order to pass the information between systems which would otherwise be unable to communicate.
- Reuse data XML documents can be moved to any format on any platform – without the elements losing their meaning. This means you can publish the same information to a web browser, or a PDA, and each device would use the information appropriately.
- Customize data With XML users define the XML tags they want to encapsulate their data. XML allows groups of people or organizations to create their own customized markup applications for exchanging information.

The workshop is not a hands-on lesson in XML, but will introduce you to the concept and explain XML's potential in your work. It will give you the confidence to work with XML 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 XML to help you prepare.

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

Sincerely,

[Partners names and titles, if applicable]

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