

Date: DD/MM/202X

Name of the participant

Job title

Institution's name,

Country name

Dear Sir/Madam,

Invitation to the [redacted] Digital Community System Design and Planning Workshop

Please accept this invitation on behalf of Names of the Organizers for Name of the Participant to join us for the abovementioned workshop, planned for Dates of the Workshop, at the Name of the workshop Venue in City, Country Name.

Include brief summary of the project providing technical and financial support to the workshop.

HIS technical experts from the technical partner's name will facilitate the workshop. The workshop objectives are to:

1. Support countries to develop and/or strengthen client- and health worker-centric systems focused on supporting service delivery, integrated across health focus areas.
2. Deepen awareness of digital community system standards, guidelines, and approaches.
3. Support countries to strengthen governance structures for digital community systems as part of broader digital health governance.
4. Facilitate cross-country learning to help optimize and sustain digital community systems.

In this regard, a concept note for the workshop is attached for your information and for forwarding to the relevant office for their knowledge and records. To facilitate this workshop, add IP's name will cover the related travel, accommodation, meals, per diem, and conference costs in accordance with add funder's name guidelines. Please feel free to contact us via add email address and phone number of the workshop coordinator if you have any questions, need clarifications, or have any relevant concerns.

Thank you for considering this request and trust it will be well received. As your partners and collaborators, we look forward to continuing our work together.

Sincerely,

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Add name and title of the signatory.