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[insert date]

*NAME*

*POSITION*

*AGENCY/ORGANIZATION*

*COUNTRY*

**Letter of Invitation to Participate in the Intergovernmental Learning Exchange to Advance Data-Driven decision making (I-LEAD) Workshop, [insert date], [insert location/country].**

Dear NAME,

We would like to cordially invite you to participate in the Intergovernmental Learning Exchange to Advance Data-Driven decision making (I-LEAD) Workshop which will commence on [insert training dates (start & end dates)].

We will be hosting this I-LEAD Workshop in [Insert location/venue]. I-LEAD is a collaborative, interagency digital health capacity development activity for the PEPFAR supported countries to develop local leaders in informatics. The workshop engages countries’ digital health and program leaders from the ministry/department of health and implementing partners in a week-long workshop to develop a shared understanding of their country’s digital health gaps and priorities, and collaboratively develop action plans to address these priorities.

We look forward to your attendance in the I-LEAD Workshop in [insert date]!

Sincerely,

The I-LEAD Planning Committee