
Casual Memo Letter For Students

To: All Students

From: Alex Rivera, Student Activities Coordinator

Date: September 24, 2024

Subject: Exciting Workshop Alert: Discover the Art of Creative Writing!

Hey everyone!

I hope this memo finds you all buzzing with energy and curiosity. We've got something special lined up that I think will spark some serious creativity among you all. We're hosting a **Creative Writing Workshop** next Wednesday, October 1, 2024, and you're all invited to join!

Workshop Details:

- **Theme:** Unleashing Your Creative Potential
- **Date:** October 1, 2024
- **Time:** 3 PM to 5 PM
- **Venue:** Room 305, Arts Building
- **Instructor:** Renowned author and poet, Emily Thompson

Whether you're an aspiring writer or just want to try something new, this workshop is a fantastic opportunity to learn, explore, and express yourself through words. We'll cover everything from poetry to short stories, and you'll get to practice and share your work in a friendly, supportive environment.

No prior experience is needed, just bring your pens, notebooks, and a bucket load of imagination!

Please RSVP by Friday, September 26, to secure your spot. Spaces are limited, so hurry up!

Can't wait to see what amazing stories you all come up with.

Best,

Alex Rivera