

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your participation in a panel discussion on [Topic of Discussion] scheduled for [Date] at [Location/Platform].

We believe that your insights and expertise would greatly benefit our audience and contribute to a meaningful dialogue on this important subject.

The panel will include other experts in the field and will be moderated by [Moderator's Name]. The topics will cover [Brief Overview of Topics].

Please let us know your availability for this event, and we would be happy to provide further details. Thank you for considering this opportunity.

Looking forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]