Request for Biographies

[Your Name]

[Your Position]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming [event/meeting], it is essential for us to compile a comprehensive profile of our committee members. Therefore, I kindly request that you provide a brief biography including your current role, professional background, and any relevant accomplishments.

Please submit your biography by [deadline]. This will help us highlight the valuable contributions of each member during our [event/meeting]. Should you have any questions, feel free to reach out.

Thank you for your timely cooperation.

Sincerely,

[Your Name]

[Your Contact Information]