

Petition for Submission of Professional Biographies

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We, the undersigned members of [Organization/Committee Name], are writing to formally request the submission of professional biographies from all members. This initiative aims to enhance our community's knowledge of each member's background, expertise, and contributions.

We believe having access to these biographies will facilitate better collaboration and strengthen our professional relationships. Therefore, we kindly ask each member to submit their professional biography by [Insert Deadline Date].

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

Signature: _____

Signatures:

- [Name 1] - [Position]
- [Name 2] - [Position]
- [Name 3] - [Position]