

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Conference Organizer's Title]

[Conference Name]

[Conference Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a roundtable discussion titled "[Title of Your Proposal]" for the upcoming [Conference Name] scheduled for [Date]. This session aims to engage participants in meaningful dialogue about [briefly describe the main theme or topic].

The roundtable will focus on [briefly outline key discussion points or questions that will be addressed]. With [number] years of experience in [relevant field], I believe my insights alongside the contributions from other participants can foster an enriching exchange of ideas.

I am confident that this roundtable will generate valuable perspectives and collaborative solutions on [subject matter]. I would be honored to lead this discussion and contribute to the success of [Conference Name].

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]