

# Follow-Up on Panel Discussion Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding our previous conversation about the upcoming panel discussion scheduled for [Date] at [Location/Platform].

We are looking forward to your participation and would like to confirm your availability for the event. Your insights would be invaluable to our audience, and we would be thrilled to have you on board.

Please let us know if you need any additional information or if there are any topics you would like to discuss during the panel. We appreciate your attention to this matter and look forward to your response.

Thank you for considering our invitation.

Best regards,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]