

Interviewer Introduction Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title/Position] at [Your Company/Organization Name]. I am writing to introduce myself as one of the interviewers for the upcoming panel discussion on [Topic of Discussion].

As part of our panel, we aim to explore [briefly describe the purpose and importance of the discussion]. I bring [insert relevant experience or background] which I believe will contribute to a robust and insightful dialogue among the panelists and attendees.

The panel discussion is scheduled for [Date and Time] at [Location/Online Platform]. I look forward to collaborating with you and the other panelists to provide a valuable experience for our audience.

Please feel free to reach out if you have any questions or need further information prior to our discussion.

Thank you, and I look forward to meeting you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]