

# Candidate Biography Inquiry

Date: [Insert Date]

Dear [Candidate's Name],

I hope this message finds you well. As we prepare for the upcoming [event/position], I am reaching out to request a brief biography to better understand your background and experiences.

Please include the following information in your biography:

- Current position and affiliation
- Educational background
- Relevant work experience
- Key achievements
- Personal interests (optional)

Your biography will be included in the [materials/website/newsletter] for the event, and it will help attendees connect with you on a more personal level.

We would appreciate it if you could send your biography by [insert deadline]. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]