

**Dear [Candidate's Name],**

I hope this message finds you well. As part of our upcoming [event/project name], we would like to request a brief bio from you to help introduce you to our audience.

Please include your professional background, key achievements, and any personal details you would like to share. We suggest keeping your bio to around [word limit] words.

We would appreciate it if you could submit your bio by [submission deadline]. This will help us ensure that all materials are prepared in a timely manner.

Thank you for your cooperation. We look forward to your submission!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]