

Request for Participation in Expert Panel Dialogue

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation in an upcoming expert panel dialogue scheduled for [insert date] at [insert location or virtual platform]. The focus of the discussion will be [insert topic or theme].

Your expertise in [insert related field or topic] would provide invaluable insights to our audience and help provoke meaningful discussions.

The panel will include [insert details about other panel members if applicable] and will aim to [insert goals or objectives of the dialogue].

Please let me know if you would be available to participate. We would be honored to have you contribute your voice and knowledge to this important conversation.

Thank you for considering this invitation. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]