

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 invite you to participate as a speaker in an upcoming panel discussion hosted by [Your Organization] on [Date]. The theme of the discussion will be [Theme/Topic], and we believe your expertise in [Recipient's Field/Interest] would provide valuable insights to our audience.

The panel will take place at [Location] from [Start Time] to [End Time]. We expect an audience of [Number] attendees, including professionals, students, and industry leaders interested in [Relevant Subject Matter].

We would be honored to have you join us and share your perspectives on [Specific Topic]. Please let us know your availability for this event, as well as any requirements you might have. We can discuss arrangements regarding honorarium, travel, and accommodation once we confirm your participation.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]