

Collaboration Request for Pharmaceutical Conference

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are preparing for the upcoming Pharmaceutical Conference scheduled for [Insert Date] at [Insert Location].

We believe that your expertise in [Recipient's Area of Expertise] would greatly enhance the quality of the conference, and we would like to formally invite you to collaborate with us as an assistant during the event.

As a conference assistant, your role would include [briefly outline responsibilities and expectations]. In return, we offer [mention any compensation, recognition, or benefits].

We are excited about the potential of collaborating with you and would love the opportunity to further discuss this proposal. Please let us know a convenient time for us to connect or feel free to reach out via [Your Contact Information].

Thank you for considering this opportunity. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]