

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

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 currently working on [briefly describe the project or initiative], and we believe that your expertise in [specific area] would greatly benefit our efforts.

We would be honored if you would consider participating as an industry expert. Your insights and knowledge would be invaluable as we [describe how they would contribute]. We are looking at [mention any specific dates, events or activities] and would appreciate your involvement.

Please let me know if you would be available for a brief call to discuss this opportunity further. I look forward to the possibility of collaborating with you.

Thank you for considering this invitation. I hope to hear from you soon.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]