

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Expert's Name]

[Expert's Address]

[City, State, Zip Code]

Subject: Engagement for Panel Expertise

Dear [Expert's Name],

We are pleased to extend an invitation for you to join our panel as an expert for [specific purpose or event]. Your expertise in [specific field] would provide invaluable insights and contribute to the success of this initiative.

The panel will convene on [date] at [location/format]. We anticipate that your participation will involve [specify expectations, time commitment, and any specific topics to be discussed].

As discussed, we have agreed upon a compensation of [details of compensation, if applicable]. Please let us know if you have any specific requirements or considerations.

We look forward to collaborating with you and believe that your contributions will greatly enhance the discussions.

Thank you for considering this engagement. Please confirm your acceptance by [date], and do not hesitate to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]