

Request to Attend Investor Roundtable

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the opportunity to attend the upcoming Investor Roundtable scheduled for [date] at [location]. As [your position] at [your company], I believe that engaging in discussions with fellow investors and industry leaders would be immensely beneficial.

The focus of the roundtable on [specific topics or themes] aligns with my interests and expertise, and I am eager to contribute to the conversation.

I appreciate your consideration and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]