

Vendor Roundtable Coordination

Date: [Insert Date]

Dear [Vendor Name],

We are pleased to invite you to our upcoming Vendor Roundtable scheduled for [insert date] at [insert location/time]. This event provides an excellent opportunity for vendors to share insights, discuss challenges, and explore collaborative opportunities within our industry.

Please find the agenda for the roundtable below:

- Welcome and Introductions
- Industry Trends and Insights
- Vendor Challenges and Solutions
- Networking Session
- Closing Remarks

To confirm your attendance, please RSVP by [insert RSVP date] to [insert contact email/phone]. We encourage you to prepare any topics or questions you would like to discuss during the roundtable.

We look forward to your participation and a fruitful discussion ahead.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]