

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding the invitation I sent on [date of initial invitation] for the [Conference Name] scheduled for [date] in [location].

We are eager to have you join us as your insights would greatly contribute to the discussions.

If you have any questions or need further information, please feel free to reach out.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]