

# Request for Professional Conference Invitation

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an invitation to participate as a workshop facilitator at the upcoming [Conference Name], scheduled for [Conference Dates] in [Conference Location]. I am particularly interested in the themes of [specific themes/topics of the conference] and believe my expertise in [your area of expertise] would contribute significantly to the workshop sessions.

As a [your current title or position] with [number] years of experience in [related field/industry], I have facilitated multiple workshops on [relevant topics], which have received positive feedback from participants. I am enthusiastic about the opportunity to engage with fellow professionals and share effective strategies and insights.

Thank you for considering my request. I look forward to the possibility of contributing to [Conference Name] and to discussing this opportunity further.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]