

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation in an author panel entitled "[Panel Title]" scheduled for [Date] at [Location]. The event aims to bring together distinguished authors like yourself to discuss [Brief Description of the Panel Topic].

Your contributions to the literary world and expertise in [Specific Genre or Topic] would provide invaluable insights to our audience. We believe that your participation would enhance the depth of discussion and inspire budding writers and readers alike.

The panel will be held from [Start Time] to [End Time] and will be followed by a Q&A session. We will cover any travel expenses and provide further details regarding the event logistics upon your acceptance.

We sincerely hope you will consider this invitation. Please let us know if you are available to participate or if you have any questions.

Thank you for considering our request. We look forward to the possibility of having you with us at the event.

Warm regards,

[Your Name]

[Your Title/Organization]