

Request for Collaboration on Innovation Forum

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explore the possibility of collaborating on an upcoming innovation forum that aims to bring together thought leaders and experts in [relevant field/industry]. Our goal is to foster discussions on [specific topics of interest] and to share innovative solutions that can drive progress in our field.

We believe that your expertise in [recipient's area of expertise] would add significant value to our discussions, and we would be honored to have you participate as a [panelist/speaker/committee member]. This forum is set to take place on [date] at [location], and we expect to attract a diverse audience from academia, industry, and government sectors.

We propose to collaborate on [specific aspects of the forum, e.g., panel discussions, workshops, etc.], and would greatly appreciate the opportunity to discuss this further. Please let us know your availability for a brief meeting to explore this collaboration.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]