

Request for Speaker Bio

Dear [Speaker's Name],

We are thrilled to have you as a panelist at the upcoming Influencer Tech Summit scheduled for [Date]. Your expertise in [specific area] will be invaluable to our discussions.

To ensure we accurately introduce you during the panel, we kindly request you to provide a short biography of yourself. Please include your current role, key achievements, and any relevant information that you would like us to highlight.

We would appreciate receiving your bio by [Deadline Date] to facilitate our preparations.

Thank you for your cooperation, and we look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]