

Contribution Request for Event Guidebook

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce the upcoming [Event Name], scheduled for [Event Date]. As part of our efforts to create an informative and engaging guidebook for attendees, we are reaching out to invite you to contribute.

Your expertise in [specific area or industry] would greatly enhance the quality of our guidebook. We would be thrilled to include your insights and contributions on topics such as [suggested topics or themes].

Contributions can be in the form of articles, tips, or resources that you believe would benefit our audience. We would need your submissions by [Submission Deadline] to ensure timely inclusion in the guidebook.

Thank you for considering this opportunity to showcase your knowledge and support our event. Please feel free to reach out if you have any questions or would like to discuss this further.

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]