

Formal Invitation to Chair a Session at the Conference

Dear Dr. [Recipient's Name],

We are pleased to invite you to serve as a Session Chair for the upcoming [Conference Name], scheduled to take place on [Dates] at [Location]. Your expertise in [Relevant Field/Area] would greatly enhance the quality of discussions during the session titled "[Session Title]."

As a Session Chair, your responsibilities will include introducing speakers, facilitating discussions, and ensuring adherence to the schedule. We believe your leadership will contribute significantly to the success of this event.

Please confirm your participation by [RSVP Date]. If you have any questions, feel free to reach out to us at [Contact Information].

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

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]