

Dear [Recipient's Name],

We are pleased to invite you to chair a themed session titled "[Session Title]" at the upcoming [Conference Name] scheduled for [Dates] in [Location]. Your expertise in [relevant field or topic] would greatly enhance the discussions during this session.

The session aims to explore [brief description of the session theme]. As the chair, your responsibilities would include welcoming speakers, moderating discussions, and guiding audience interactions.

We believe that your participation will greatly enrich the conference experience. Please confirm your availability by [RSVP date]. Should you have any questions, feel free to reach out.

Looking forward to your positive response.

Warm regards,

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