

Subject: Invitation to Join Our Conference Panel

Dear [Panelist's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization/Conference Name]. We are excited to announce our upcoming conference on [Conference Topic] scheduled for [Date] at [Location].

We are currently assembling a panel of distinguished experts to discuss [Specific Topic Related to Panelist's Expertise], and we would be honored to have you as one of our panelists. Your extensive knowledge and experience in [Panelist's Field] would greatly enrich our discussion.

The panel discussion will take place on [Date and Time], and we anticipate a diverse audience interested in [Audience Interests]. This would be a fantastic opportunity for you to share your insights and connect with fellow professionals.

Please let us know your availability, and feel free to reach out if you have any questions or require further details.

Thank you for considering our invitation. We hope to hear from you soon!

Warm regards,

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