

# Letter of Request for Conference Panelist Engagement

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Panelist's Name]

[Panelist's Title]

[Panelist's Organization]

[Panelist's Address]

[City, State, Zip Code]

Dear [Panelist's Name],

I hope this message finds you well. I am writing to invite you to participate as a panelist at the upcoming [Conference Name], which will take place on [Date(s)] at [Location]. The theme of this year's conference is "[Conference Theme]," and we believe that your expertise in [Panelist's Field/Topic] would greatly contribute to the discussions.

We would be honored to have you join us for a panel discussion on "[Panel Discussion Topic]," alongside other esteemed industry experts. Your insights and experiences would not only enrich the conversation but also inspire our attendees.

The panel is scheduled for [Time], and we expect an audience of [Expected Audience Size], including professionals from various sectors. We will cover all travel and accommodation expenses for your participation.

Please let us know if you would be available to join us. We are excited about the possibility of your participation and look forward to your positive response.

Thank you for considering our invitation. Should you have any questions, please feel free to reach me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]