

Conference Breakout Session Participation

Date: [Insert Date]

To: [Participant's Name]

From: [Your Name]

Subject: Invitation to Participate in Breakout Session

Dear [Participant's Name],

We are pleased to invite you to participate in the upcoming breakout session at the [Conference Name] taking place on [Date] at [Location]. Your expertise and insights would be invaluable to our discussions.

Session Details

- **Session Title:** [Title]
- **Time:** [Time]
- **Location:** [Room/Location]
- **Facilitator:** [Facilitator's Name]

Please confirm your participation by [RSVP Date]. We look forward to your valuable contributions to the discussions and believe your presence will enhance the overall experience.

Thank you and best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]