

# Invitation to Participate in Breakout Session

Dear [Recipient's Name],

We are pleased to invite you to participate in a breakout session at the upcoming [Conference Name] scheduled for [Date] at [Location]. This session, titled "[Session Title]," aims to [brief description of the session].

Your expertise in [specific field or topic] would be invaluable to our discussion, and we believe that your insights will greatly benefit attendees.

The details of the breakout session are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Location:** [Room or Venue]

Please confirm your participation by [RSVP Deadline]. If you have any questions or need further information, feel free to contact us at [Contact Information].

We look forward to your positive response and hope to see you at [Conference Name]!

Warm regards,

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