

# Subject: Help Us Promote Our Conference Hashtag!

Dear [Recipient's Name],

We are excited to inform you about our upcoming conference, [Conference Name], scheduled for [Date] at [Location]. To enhance our engagement and community building during the event, we have created an official conference hashtag: **#ConferenceHashtag**.

We would greatly appreciate your help in promoting this hashtag across your networks. By using **#ConferenceHashtag** in your social media posts, you will not only spread the word about our conference but also help attendees connect and share their experiences in real-time.

Here are some ways you can help:

- Include **#ConferenceHashtag** in your social media posts.
- Encourage your followers to use the hashtag when discussing the conference.
- Share updates or highlights from the conference using the hashtag.

Thank you for your support! Together, we can make **[Conference Name]** a memorable event. If you have any questions or need further information, feel free to contact us at [Your Email].

Best Regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]