

Letter of Suggestion for Panel Speaker

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to suggest a potential speaker for the upcoming panel discussion on [Topic of the Panel]. I believe that [Speaker's Name], who is [Speaker's Credentials/Position] at [Speaker's Organization], would be an excellent addition to the panel.

With their extensive experience in [Relevant Experience/Field], [Speaker's Name] has a unique perspective that would greatly benefit our audience. They have previously spoke about [Related Topics] and received positive feedback regarding their engaging presentation style and in-depth knowledge.

If you would like, I can help facilitate an introduction or provide further details about their work and accomplishments.

Thank you for considering this suggestion. I am looking forward to your thoughts.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]