

Subject: Urgent Addition of New Participant

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an urgent need to add a new participant to the [specify event or project name] that is scheduled for [date].

The new participant, [New Participant's Name], brings a wealth of experience in [mention relevant skills or background] that would greatly enhance our team's efforts. We believe that their inclusion is critical for the success of this initiative.

Please let us know the necessary steps to facilitate their addition as soon as possible. We appreciate your prompt attention to this matter.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]