

Subject: Request for Participant Bios - Investment Showcase

Dear [Participant's Name],

We are excited to inform you that you have been selected to participate in our upcoming Investment Showcase scheduled for [Date] at [Venue]. As part of the event, we would like to provide a comprehensive overview of each participant to our investors and attendees.

To facilitate this, we kindly request you to provide us with a brief bio that includes the following:

- Your name and title
- Company name and brief description
- Your role and responsibilities
- Your professional background and achievements
- Any relevant accolades or recognitions

Please keep your bio to a maximum of [word limit, e.g., 150 words] and submit it by [Submission Deadline]. This will help us create a cohesive presentation for all participants at the showcase.

We appreciate your cooperation and look forward to an exciting event!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]