

Letter of Request for Participation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to participate in the upcoming Retail Leadership Forum scheduled for [insert date] at [insert location]. This forum is an excellent platform for industry leaders to engage in meaningful discussions on current trends, challenges, and innovative strategies within the retail sector.

Your expertise and insights would greatly enrich the conversation and provide valuable perspectives to all attendees. We believe that your participation would contribute significantly to the success of this event.

Please let us know your availability for this forum by [insert response deadline]. We are looking forward to your positive response and hope to see you there.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]