

Invitation to Lead a Breakout Session

Dear [Leader's Name],

We are excited to invite you to lead a breakout session at our upcoming event, [Event Name], scheduled for [Date] at [Location]. Your expertise in [relevant field] would provide invaluable insights for our attendees.

The theme of the breakout session is [Theme/Topic]. We believe your knowledge and experience would greatly enhance the discussion and engage our participants.

Please let us know your availability for this session and any specific requirements you may have.

Thank you for considering this opportunity. We look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]