

# Invitation to Participate in a Panel Discussion

Dear [Recipient's Name],

We are pleased to invite you to participate as a panelist in our upcoming discussion on [Topic]. The event will take place on [Date] at [Time] at [Location/Platform].

This panel aims to explore [brief description of the discussion topics]. Your expertise and insights would greatly enrich the conversation.

Please confirm your availability by [RSVP Date]. We look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]