

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Participation in Feedback Event**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to participate in our upcoming Feedback Event scheduled for [date] at [location]. This event aims to gather valuable insights from key stakeholders like you to enhance our services and address any concerns effectively.

Your input would be immensely beneficial, and we believe that your expertise would contribute significantly to the discussions. The event will last approximately [duration], and we hope to cover a range of topics, including [briefly mention topics].

Please let us know your availability for the event at your earliest convenience. If you have any questions or require further information, do not hesitate to reach out.

Thank you for considering our invitation. We look forward to the possibility of your participation.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Phone Number]