

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Subject: Proposal for Panel Discussion Participation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in participating as a guest speaker in the upcoming panel discussion organized by [Organization Name] on [Date] at [Location]. The theme of the discussion, "[Discussion Topic]," resonates deeply with my expertise and passion, and I believe I could contribute valuable insights.

As a [Your Position/Title] with [X years of experience] in [Your Field/Industry], I have had the opportunity to [briefly describe relevant accomplishments or experiences]. I am particularly interested in discussing [specific aspects related to the topic] and engaging with fellow panelists and the audience on [any specific points you wish to address].

Please find my biography attached for your reference. I am enthusiastic about the possibility of contributing to this important conversation and would be grateful for the opportunity to participate. I look forward to discussing this further.

Thank you for considering my proposal. I am hopeful for a favorable response.

Sincerely,
[Your Name]