

# Request for Attendance at Investor Presentation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Investor's Name]

[Investor's Title]

[Investor's Company]

[Investor's Company Address]

[City, State, ZIP Code]

Dear [Investor's Name],

I hope this message finds you well. I am reaching out to formally request your attendance at our upcoming investor presentation scheduled for [Date] at [Time]. The event will be held at [Location or specify if virtual].

The presentation will provide insights into our latest developments, strategic vision, and growth potential. We believe your participation would be invaluable, and it would be a great opportunity for us to discuss our plans in detail.

Please let us know your availability for this event. We would be honored to have you with us.

Thank you for considering this invitation. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]