

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- graduate chapter letter of invitation

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

The next [mention the name] Information Management workshop, which will take place in [mention the name] immediately following the [mention the name] conference and just before the [mention the name] workshop, has us quite thrilled. We were pleasantly surprised by the workshop's popularity, and we anticipate a jam-packed two days of learning!

We are delighted to give you the opportunity to speak on a panel as part of the speaker lineup for the [mention the name] workshop. This is a significant chance to influence how your field is described in the final report and, in turn, to influence changes in the future.

The format of each session is as follows: in succinct [mention the time] lectures, [mention the name] presenters each offer a review of the subfield. The panelists then have a total of [mention the time] (sorry, no more!) to share additional viewpoints, fill up any gaps, and overall ensure coverage and completion with a focus on multilingualism.

As the session leader during the workshop, gather all the materials from the speakers and panelists as well as from any audience members who have any to build a chapter from this information for the final report.

We hope that preparing for this won't be too challenging for you! It ought to be an enjoyable and intriguing chance to think back on your past and future. We genuinely hope that you will agree to speak here and help the editor put the chapter together.

Sincerely,

[Mention the of the sender]

[Mention the phone number]

[Signature]