

Hello **Name of Panelist,**

My name is **(insert your name)** I am the **(Insert your title)**. I am reaching out to invite **(Name of Panelist)** to participate as a panelist in a public forum we are hosting on **(Insert time, date, and location)**

We are hosting this public forum as a part of the Earth Action Day, in observance of Earth Day, 2025. Our forum aims to bring elected officials together with constituents, including students, to facilitate a dialogue about climate, local environmental challenges, and renewable energy.

The forum will be composed of 3-5 panelists, a master of ceremonies to facilitate the event, and audience members who will submit questions and comments for panelists to respond to and discuss. This forum will be a single event as part of a collective effort on campuses and in communities across the United States, as well as the rest of the world.

We believe your expertise and insights would be invaluable to the conversation, and we would be honored to have you as one of our panelists. Your contribution could help shape an impactful and meaningful discussion on these issues that affect us all.

If you have any questions or need further details about the event, please don't hesitate to reach out. I have also cc'ed EARTHDAY.ORG organizers Lee Franklin and Libby Bunch for your reference.

Thank you so much for considering this opportunity. We look forward to hearing from you and hopefully welcoming you to our panel.

All the best,

Your name

School, Title and contact information