Sample Invitation Email

From:

To:

[Greeting],

The [insert agency] is hosting early market research discussions/workshops to explore [insert project name].

The [insert agency] is interested in understanding [insert project description].

The [insert agency] welcomes the opportunity to explore these topics with you. Below is a list of available sessions over the period [date] to [date], at the [insert location].

Two hours [edit as needed] hours have been allocated to each session.

In your response, please indicate your first, second and third preferences.

We kindly request your response by COB on [insert date]. We will make every effort to cater for your preferences, and will confirm the details for the early market discussions/workshops via email by [insert date].

We look forward to your response,

[Signature]