

John Organizer
Somewhere, Summit, CA 92345

20 November 2025

Dr. Alice Academic
1000 Grizzly Peak Rd, Berkeley, CA 94704

Dear Dr. Smith,

INVITATION TO KEYNOTE

We are delighted to invite you to deliver the keynote address at the upcoming Summit Science Symposium, scheduled for March 10, 2026, at the Sierra Conference Center in Summit, California. Your expertise in cutting-edge renewable energy research is widely recognized, and we believe your insights will inspire both established and emerging scholars in attendance.

The Symposium brings together scientists, engineers, and policy leaders to discuss the future of sustainable technology and innovation. Your participation as keynote speaker would greatly enrich our event and help shape the direction of future research.

We look forward to the opportunity to welcome you and hope you will accept this invitation to join us as our distinguished keynote guest.

If you require further details about the event or arrangements, please let us know. We sincerely hope to receive a favorable reply and to welcome you at the Symposium.

Best regards,

A handwritten signature in black ink that reads "John Organizer". The script is fluid and cursive, with the first letter of each word being capitalized and prominent.

John Organizer
Conference Chair
Summit Science Symposium