

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you about an upcoming research presentation focused on dyslexia, titled "[Presentation Title]," which will take place on [Date] at [Location]. The presentation aims to [briefly state the purpose and significance of the research]. As a researcher dedicated to [briefly describe your background and relevance to the topic], I believe this presentation will be of great interest to [mention target audience, e.g., educators, parents, specialists].

During the presentation, I will cover the following key points:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

I would be honored to have you join us and contribute your insights to the discussion. Please let me know if you are available to attend.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]