

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally invite you to participate in a group discussion scheduled for [date] at [time] in [location/online platform]. The purpose of this discussion is to [briefly explain the purpose and topic of the discussion].

We believe that your insights and experiences would greatly contribute to the conversation and provide valuable perspectives to all participants. Please confirm your availability for the discussion by [RSVP deadline]. If you have any questions or require further information, feel free to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company/Organization Name]