

[Your Name]
[Your Position]
[Your Department]
[XJTLU University Name]
[University Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to invite you to participate in the [Conference Name] organized by XJTLU, which will be held on [Dates] at [Venue/Location].

This year's conference theme is [Theme/Focus of the Conference].

Your expertise in [Specific Area/Field] makes you an ideal candidate to share your insights and contribute to the discussions. We would be honored if you could deliver a keynote presentation on [Proposed Topic], as well as participate in panel discussions.

Please find attached further details about the conference, including the agenda, registration process, and accommodation options. We hope that you will accept our invitation and join us for what promises to be an enriching and engaging experience.

Kindly confirm your participation by [RSVP Deadline]. If you have any questions or require further information, please do not hesitate to contact me.

We look forward to your positive response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[XJTLU University Name]