

Speaking Engagement Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are pleased to extend an invitation to you to be a featured speaker at our upcoming educational seminar titled "[Seminar Title]," scheduled for [Date] at [Location]. This seminar aims to [briefly describe the purpose of the seminar].

Your expertise in [specific topic/field] makes you an ideal candidate to share insights and engage with our audience of [target audience]. We believe your participation would greatly enhance the overall experience for all attendees.

Details of the event are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Audience:** [Describe Audience]

We would be honored to have you join us and contribute your voice to this important discussion. Please let us know your availability for this event by [specific response date]. Should you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our invitation. We hope to hear from you soon!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]