

# Engagement Letter for Motivational Speaker

Date: [Insert Date]

To: [Speaker's Name]

[Speaker's Address]

Dear [Speaker's Name],

We are excited to formally invite you to be a motivational speaker at our upcoming charity drive, [Event Name], scheduled for [Event Date] at [Event Location]. Your inspiring words and impactful presence would greatly enrich our event.

The charity drive aims to [briefly describe the purpose of the charity drive], and we believe that your participation will inspire attendees to contribute to this worthy cause.

Details of the engagement are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time - End Time]
- **Location:** [Event Location]
- **Audience:** [Expected Number of Attendees]
- **Compensation:** [Compensation Details]

Please confirm your availability for this event by [RSVP Date]. We look forward to collaborating with you to make this drive a success.

Thank you for considering our invitation. We are eager to work together to inspire change and make a positive impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]