

Request for Expert Speakers to Address Charity Audiences

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization], an organization dedicated to [briefly describe your organization's purpose and the charity event]. We are hosting an event on [insert date] at [insert location] and expect to draw an audience of [insert number] attendees.

We are seeking experienced speakers who can share their insights and expertise on [mention the topic or theme relevant to your charity]. Your contribution would greatly enhance the experience and knowledge of our audience.

We would be honored if you could accept our invitation to be a key speaker. Please let us know your availability, and if you require any additional information regarding our event.

Thank you for considering our request. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]