

Request for Guest Speaker

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Speaker's Name]

[Speaker's Title]

[Speaker's Organization]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

I hope this letter finds you well. I am writing on behalf of [Organization Name], a nonprofit organization dedicated to [brief description of the organization's mission]. We are excited to announce our upcoming charity function, [Event Name], which will be held on [Event Date] at [Event Location].

We would be honored to have you as our guest speaker at this event. Your expertise in [speaker's area of expertise] and your commitment to [related causes] align perfectly with our mission and the theme of our event, which is [briefly describe the event theme]. We believe that your insights would greatly benefit our audience and inspire attendees to support our cause.

The event will feature [details about the event, such as other speakers, activities, or the audience]. We expect [number of attendees] participants from various backgrounds, all eager to learn and support our mission.

We would greatly appreciate your consideration of our invitation and would be happy to accommodate your schedule as needed. Please let us know if you are available for a brief call to discuss this opportunity further.

Thank you for considering our request. We greatly admire your work and hope to hear from you soon.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]