

Request for Speaker at Addiction Support Meeting

Date: [Insert Date]

[Your Name]
[Your Position]
[Organization Name]
[Organization Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to invite you to be a speaker at our upcoming addiction support meeting scheduled for [insert date and time]. Our organization, [Organization Name], is dedicated to supporting individuals and families affected by addiction, and we believe that your expertise in this field would greatly benefit our attendees.

The meeting will take place at [insert location], and we are expecting an audience of [insert number] individuals seeking guidance and support. Your insights on [specific topic] would be incredibly valuable, and we anticipate that your participation will inspire and educate those in attendance.

Please let us know your availability and any requirements you may have for the presentation. We would be honored to have you share your knowledge and experience.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]