

Inquiry for Motivational Speech Availability

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Organization]. We are currently organizing an event on [Event Date] focused on [Event Topic], and we are interested in having you as a motivational speaker.

Could you please let us know your availability for that date? Additionally, we would appreciate any information regarding your speaking fee and topics you would be willing to cover.

Thank you for considering our request. I look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]