

# Proposal for Seminar Speaker Engagement

Date: [Insert Date]

To: [Speaker's Name]

[Speaker's Title]

[Speaker's Organization]

[Speaker's Address]

Dear [Speaker's Name],

We are pleased to invite you to be a featured speaker at our upcoming seminar titled "[Seminar Title]", scheduled to take place on [Date] at [Location]. This event aims to [briefly describe the purpose of the seminar].

Given your expertise in [specific area of expertise], we believe that your insights would greatly benefit our audience of [target audience]. We would be honored to have you share your knowledge and experiences during a [duration] presentation followed by a Q&A session.

We will cover all travel and accommodation expenses, and you will receive an honorarium of [specify amount] for your participation.

We sincerely hope you consider our invitation and look forward to the possibility of collaborating with you. Please let us know your availability at your earliest convenience.

Thank you for considering this opportunity.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]