

Request for Public Speaking Appearance

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to you on behalf of [Organization/Group Name]. We are hosting a fundraising gala on [Date] at [Location], and we would be honored to have you as a guest speaker for the event.

Our gala aims to [briefly explain purpose of the gala, e.g., raise funds for a specific cause]. Your insights and expertise on [specific topic] would greatly inspire our attendees and contribute to the success of our mission.

The evening will feature [briefly outline the agenda, e.g., dinner, performances, etc.], and we expect an audience of approximately [number of attendees]. We would greatly appreciate if you could share your knowledge and experiences related to [specific topic] for about [duration of talk].

Please let us know your availability for this event. We would be happy to arrange logistics and answer any questions you may have.

Thank you for considering our request. We hope to hear from you soon.

Warm regards,

[Your Name]

[Your Title]

[Organization/Group Name]

[Contact Information]