

Request for Availability for Public Appearance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your availability for a public appearance at [Event/Location] on [Date]. Our organization, [Your Organization], is hosting this event to [briefly describe the purpose of the event].

Your presence would greatly enhance the event, and we would be honored to have you join us. Please let us know your availability at your earliest convenience, as we would love to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]