

# Request for Participation

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to invite you to participate in an upcoming community public speaking event titled "[Event Title]." This event is scheduled to take place on [Event Date] at [Event Location].

The purpose of this event is to [briefly explain the purpose of the event, e.g., promote awareness about a specific topic, share experiences, etc.]. We believe your expertise in [mention relevant field or experience] would greatly benefit our community and inspire our audience.

We would be honored to have you as one of our distinguished speakers. If you are interested, please let us know by [RSVP Date]. Should you have any questions, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our invitation. We hope to see you at the event!

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]