

Letter of Solicitation for a Motivational Speaker

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Speaker's Name]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are dedicated to [briefly describe your organization or event].

We are currently planning an event focused on [event theme or purpose], scheduled for [date] at [location]. We believe your expertise and motivational speaking style would greatly inspire our audience of [describe the audience].

We would be honored if you could join us as our keynote speaker. We anticipate approximately [number of attendees] participants and believe your insights on [specific topic] would resonate deeply with them.

Please let us know your availability and any requirements you may have. We are looking forward to the possibility of collaborating with you to make our event a success.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]