

Request for Guest Appearance: Retail Motivational Speaker

[Your Name]
[Your Position]
[Your Company]
[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 message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are dedicated to enhancing the retail experience, and I would like to invite you to be a guest speaker at our upcoming event on [Date] at [Location].

Your extensive experience and motivational speaking style can inspire our team and help us elevate our performance. We believe that your insights on [specific topics] would be incredibly beneficial.

The event will gather [number] of participants, including our management team and key retail staff. We would be honored if you could share your expertise and motivate our team towards achieving greater success in our retail endeavors.

Please let us know your availability for this date and any speaking fees you may require. We look forward to the possibility of collaborating with you to make this event a memorable experience.

Thank you for considering our invitation. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]