

Speaking Engagement Offer Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to extend an offer for you to speak at our upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Location]. Given your expertise in [Subject Matter], we believe that your insights would greatly benefit our attendees.

The seminar will focus on [Brief Description of Seminar Topics], and we would be honored to have you share your knowledge and experience with our audience.

We anticipate an audience of [Number] professionals from [Industry/Field], and your participation would elevate the quality of the discussions. We would appreciate it if you could deliver a presentation of approximately [Duration] minutes followed by a Q&A session.

In addition to providing an excellent platform for you to share your insights, we are pleased to offer an honorarium of [Amount] for your participation, along with coverage of all travel and accommodation expenses.

Please let us know your availability for this engagement by [Response Deadline]. We are looking forward to the possibility of collaborating with you and making this seminar a success.

Thank you for considering this opportunity.

Warm regards,
[Your Name]
[Your Position]
[Your Organization]