

Keynote Speaker Engagement for Leadership Retreat

Date: [Insert Date]

To: [Speaker's Name]

[Speaker's Address]

[City, State, ZIP Code]

Dear [Speaker's Name],

We are pleased to formally invite you to serve as our keynote speaker for the upcoming Leadership Retreat scheduled for [Insert Date] at [Insert Location]. Your expertise in [Insert Topic/Field] would provide invaluable insights to our attendees.

The theme of this year's retreat is "[Insert Theme]," and we believe your perspective on [Insert Specific Focus] will greatly enhance our discussions and inspire our leadership team.

We would like to request a [Insert Duration] presentation followed by a Q&A session. Additionally, we are prepared to cover your travel expenses and honorarium fees as discussed.

Please let us know your availability for this engagement at your earliest convenience. We look forward to the possibility of your participation in what promises to be an enlightening experience.

Thank you for considering our invitation. We are excited about the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]