

# Letter of Inquiry for Keynote Speaker

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Speaker's Name]

[Speaker's Title]

[Speaker's Organization]

[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 the [Your Title] at [Your Organization], a nonprofit dedicated to [brief description of your nonprofit's mission]. We are in the process of organizing our annual gala scheduled for [date of the event], and we would be honored if you would consider being our keynote speaker.

Your work in [mention relevant area or expertise] has greatly inspired us, and we believe that your insights would resonate with our audience, which consists of [describe the audience - e.g., community leaders, supporters, stakeholders].

The gala will take place at [venue] and aims to raise funds to support [specific projects or initiatives]. We expect approximately [number of attendees] individuals to attend, providing a wonderful opportunity to engage with our community and highlight the importance of [relevant topic].

We would be happy to discuss the details further, including honorarium, travel arrangements, and any other questions you may have. Please let us know if you are available for a brief call to discuss this opportunity.

Thank you for considering our request. We look forward to the possibility of partnering with you for this meaningful event.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]