

Letter of Appeal to Guest Speaker

[Your Name]

[Your Position]

[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. I am writing to you on behalf of [Your Organization] to extend an invitation to you to be a guest speaker at our upcoming networking gathering scheduled for [Date] at [Location]. Our event aims to bring together professionals from [Industry/Field] to share insights, foster connections, and inspire collaboration.

We believe your expertise in [specific topic or field] would greatly enrich our gathering and provide valuable perspectives to our attendees. Your work in [mention any relevant achievements or contributions of the speaker] has been truly inspiring, and we would be honored to have you share your insights with our members.

The event will feature [brief description of event agenda, audience, and other speakers, if applicable]. We anticipate an attendance of approximately [number of attendees] professionals from various sectors, all eager to learn and connect.

Please let us know if you would be available to join us, as well as any logistical considerations we should take into account. We would be happy to accommodate your schedule and provide any additional details you may require.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]