

Request for Guest Speaker

Date: [Insert Date]

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

[Speaker's Name]
[Speaker's Title]
[Speaker's Organization]
[Speaker's Address]
[City, State, Zip Code]

Dear [Speaker's Name],

I hope this letter finds you well. I am writing to invite you to be a guest speaker at our upcoming charity fundraiser, [Event Name], which will be held on [Event Date] at [Event Location]. This event aims to raise funds for [cause/organization], and we believe your expertise in [relevant topic] would resonate greatly with our audience.

The fundraiser will bring together community leaders, sponsors, and supporters who share a common interest in [cause]. We are seeking a speaker who is passionate about [relevant topic] and can inspire our guests to contribute towards our mission.

We would be honored to have you share your insights during the event. The speaking engagement would last approximately [duration], followed by a Q&A session. We will also provide all necessary accommodations to ensure your participation.

Thank you for considering this opportunity to support [cause/organization]. We are excited about the possibility of having you with us and would love to discuss this further at your earliest convenience.

Warm regards,

[Your Name]
[Your Position]
[Your Organization Name]