

Guest Speaker Coordination for Charity Fundraiser

Dear [Guest Speaker's Name],

We are excited to announce our upcoming charity fundraiser, [Event Name], to be held on [Date] at [Location]. This event aims to support [Charity Purpose/Beneficiary], and we would be honored to have you as our guest speaker.

Your expertise in [Speaker's Area of Expertise] and your inspirational journey resonate perfectly with our mission, and we believe your presence will greatly enrich the experience for our attendees.

Please let us know if you are available to join us, and if so, we would be happy to discuss the specifics regarding your role in the event, including timing and any particular topics you would like to address.

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

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]