

Request for Motivational Speaker at Corporate Event

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Speaker's Name]

[Speaker's Position]

[Speaker's Company]

[Company Address]

[City, State, Zip Code]

Dear [Speaker's Name],

I hope this message finds you well. I am reaching out to invite you to be a motivational speaker at our upcoming corporate event scheduled for [Date] at [Location]. Our team is excited to host this event, which aims to inspire and empower our employees through insightful discussions and presentations.

We believe your expertise and ability to connect with audiences would make a profound impact on our attendees. Your background in [Speaker's area of expertise] aligns perfectly with our theme, "[Event Theme]."

The event will bring together [number of attendees] professionals from various departments, eager to learn and grow. We would be honored to have you share your insights on [specific topics or themes you want the speaker to address].

Please let us know if you are available on the proposed date and if there are any specific requirements you would need from us to make your participation possible.

Thank you for considering our invitation. We look forward to the possibility of working together to create an inspiring event.

Warm regards,

[Your Name]

[Your Position]

[Your Company]