

City Council Meeting Speaker Introduction

Date: [Insert Date]

To: City Council Members

Dear Council Members,

I am writing to introduce our speaker for the upcoming city council meeting scheduled for [Insert Date and Time]. We are honored to have [Speaker's Name], who is [Speaker's Title/Position, e.g., Director of Community Development] at [Organization/Company Name].

[Speaker's Name] has extensive experience in [briefly describe relevant experience or expertise], and will be addressing [topic of the presentation]. They have contributed significantly to [related projects or initiatives] and will provide valuable insights to our community.

Please join me in welcoming [Speaker's Name] to share their expertise with us. We look forward to an engaging discussion.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]