Sample Guest Speaker Request Letter

Name of Organizer
Title of Organizer
Address of Organizer
City, State, Zip Code

DATE

Name of Invitee
Title of Invitee if applicable
Address of Invitee
City, State, Zip Code

Dear Name of Invitee,

- Date and time of entire event
- Date and time the guest will speak
- Amount of time recommended for the speech
- Address or venue of event
- Topic for guest's speech in as much detail as possible or let them know they have latitude in selecting their topic
- Financial arrangements in detail if applicable including travel expenses, accommodation, honorarium or speaker's fee
- Request for a response by a specific date

Enclosed is a card and envelope to make it easier for you to respond. If you have any questions, I can be reached at 555-123-4567 or at Name@email.com.

Sincerely,

Signature of Organizer
Printed Name of Organizer
List of enclosures: response card and stamped, addressed envelope