[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: INVITATION AS KEYNOTE SPEAKER AT [CONFERENCE]**

Dear [CONTACT NAME],

[COMPANY/ORGANISATION] is holding its Annual Conference in [CITY/PROVINCE] on [DATE]. The theme of this year’s Conference is “[THEME]“. We are planning for most of our discussions to be focused on [SPECIFY].

We are extending an invitation to you as our Keynote Speaker for this Conference. We are well familiar with your excellent work in [SPECIFY] and articles on [SPECIFY]. Your remarks as our main Speaker would set the tone perfectly for our Conference. A [MINUTES] talk would be fine. We expect an attendance of about [ATTENDANCE].

With our limited budget we are not able to pay an appearance fee or expenses. However, we are hoping that your interest in [SPECIFY] will be a sufficient incentive for you to be with us.

We would be honoured if you would accept. We can send you more details if needed. Our meeting place is the [LOCATION], just north of [HELPFUL INDICATIONS].

We look forward to hearing from you

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]