[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

 **INVITATION TO SPEAK AT OUR BANQUET**

Dear [CONTACT NAME],

Your name has been given to us with high recommendation by several of our members as a speaker for the [EVENT]. The place is [LOCATION] in [CITY, STATE/PROVINCE]; the date is the evening of [DATE].

The Banquet is a purely social affair, following on from three days of hard work. We aim for the address to be light yet with an inspirational theme. It would be up to you to select a topic which would be appropriate for the occasion.

We look forward to hearing from you soon so we can finalise our programme. Please let us know if your reply the financial arrangements you require. Just as soon as we have reached an agreement, I can send you more details, including a tentative convention program.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]