

[INVITATION TO SPEAK]

General rules:

- * Compliment speaker on his or her ability.
- * Give the facts about the invitation (when, where, on what topic to speak, and the fee you are prepared to offer).

**COMPANY
ADDRESS
CITY, STATE ZIP**

Date

Name
Address
City, State Zip

Dear _____,

You were recommended to us by one of our members who was impressed with your presentation [August 14 to the Women Entrepreneurs Organization].

As [program chairman for the Washington Press Association], I am inviting you to speak at our [September 1 meeting]. We can offer you traveling expenses and a modest honorarium.

The meeting will be a [luncheon format with networking social time at 11:30 a.m., and lunch at noon. Your presentation will begin at 12:45 p.m., and last until 1:20 p.m.]

If you are interested in speaking to our group, please contact me.

We look forward to hearing from you.

Sincerely,

Name
Title