

Sample Speaker Request Letter



[CURRENT DATE]

Dear Mr./Ms./Mrs. [LAST NAME OF SPEAKER],

I am writing on behalf of [SCHOOL AND/OR ORGANIZATION] to cordially invite you to participate in a civil discourse event at [SCHOOL]. The subject/theme for the event is “[TOPIC].” This event is brought to [SCHOOL] in proud partnership with [COOPERATING ORGANIZATION AND/OR DEPARTMENTS].

The event will take place on [DAY, DATE] at [TIME]. We are happy to offer a \$[AMOUNT] honorarium as well as travel expenses and accommodation in [CITY] should you accept.

Our goal is [DESCRIPTION OF THE TENOR OF THE EVENT AND UNDERLYING ISSUES OF THE TOPIC THAT YOU WISH THEM TO DISCUSS].

The anticipated audience size is [NUMBER] people, and the event will be free and open to the public, though the primary audience members will be students at [SCHOOL] and other community members in the [CITY] area.

[OPTIONAL DESCRIPTION OF YOUR ORGANIZATION AND/OR SERIES]

We would be honored to have you as our guest for what promises to be an important conversation.

Please do not hesitate to contact [NAME], [TITLE], with any questions you may have. [HE/SHE] can be reached at [EMAIL] or [PHONE NUMBER].

Best,

[NAME]