

Guest Speaker Request Letter

[Your Name]

[Your Title]

[Organizer Address]

[City, State, and Zip Code]

[Date]

[Invitee Name]

[If applicable, Invitee Title]

[Invitee Address]

[City, State, and Zip Code]

Near [Invitee Name],

Dear [Guest Speaker Name], Thank you for your work in [field or area of expertise]. We would be honored if you could share your knowledge with us at the [City / Country Town Name] Liquor Forum on [date] at [time] at [venue]. The [City / Country Town Name] Liquor Forum is committed to improving safety and amenity and reducing alcohol-related harm and anti-social behavior in [city, country town or municipality name].

Your expertise in [field or area of expertise] would be invaluable to our cause. We look forward to hearing what you have to say.

Thank you for your time.

Sincerely,

[Your Name]

[Signature]