

Performance/Speech Invitation Letter

This package contains:

1. Instructions & Checklist for a Performance/Speech Invitation Letter
2. Performance/Speech Invitation Letter

Instructions & Checklist for Performance/Speech Invitation Letter

- This package contains (1) Instructions & Checklist for Performance/Speech Invitation Letter; and (2) Performance/Speech Invitation Letter;
- This form is designed to assist you in drafting a letter to invite someone to speak or perform at an event.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am pleased to have this opportunity to invite you to be a part of [Event Name] as a [speaker/performer].

The event is scheduled for [Dates] and is focused on [Theme of Event]. We would be delighted to have you [speak/perform] as a part of our activities. Currently, we are hoping that you will be able to join us on [Session Date] at [Session Time]. As a featured part of the event, you will receive recognition both in the event program and during the various sessions.

Again, I strongly encourage you to join us for this fabulous event. It promises to be a memorable time for all involved. Please contact [Contact Staff Person] at [Phone Number] for additional details or to RSVP.

Thank you, in advance, for your consideration of this request.

Sincerely,

[Your Name]