

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Invitation to Appear as a Guest Speaker – Event Coordinator to Guest

Dear :

We will be holding our Annual Literary Conference on {date}. This is the yearly conference held each year to honor each genre of literature. We would like to invite you to participate and be our guest speaker for the Science Fiction segment of our conference. I have read many of your wonderful novels. Somewhere Out There is my favorite novel and was a required reading for our Creative Writing class. We would be honored for you to be a part of our conference.

As our guest, we will fund your transportation and lodging. Please contact me at your earliest convenience.

Sincerely,

N A M E
Event Coordinator