**Subject:**

Individual Name: Speaker Information for the Meeting Name!

**Body Text:**

Dear Individual Name,

We look forward to seeing you at the Meeting Name on date at the Location.

We ask that you arrive by time. Your speaking session will be from time-time.

As a reminder, you will have number minutes to present. If you have a presentation, please bring it as PPT and PDF format on a flashdrive.

Contact contact name with any questions, contact email, contact phone number.

Thank you again for taking part!

Signature