**Subject:**

Request by Date: Invite to Speak at the Meeting Name!

**Body Text:**

Dear Individual Name,

We are excited to invite you to the Meeting Name on Date at Location.

Information about the meeting.

We would like to invite you to speak on topic on date from time-time. You will have number minutes to present.

Please let us know by Date if you are able to join us. Additional information will be sent once confirmation is received.

Please let me know if you have any questions.

We hope you are able to join us for this meeting!

Signature