Joan Lau

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April 20, 2022

Steven Kramer

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Mr. Kramer,

I’m writing today to invite you or another representative from your company to speak at the annual Metropolitan Business Conference, which will be held at North Branch Hotel, September 15 - 18, 2022.

The theme of our upcoming conference is finding and hiring employees who fit company culture. With the growth that your company has seen in the past five years, I believe you would have much to offer our audience.

As part of the speaker’s package, we offer a modest honorarium and a table for six at the Saturday night dinner.

If you have any questions or wish to know more about the speaking opportunity, please let me know. My cell phone number is 555-555-5555, and my email is joan.lau@myemail.com.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Signature (hard copy letter)

Joan Lau