Date

Full Name

Address

City, State Zip

Via: Email

Dear [Name],

On behalf of the Public Agenda Risk Management Association [Chapter Name] you are invited to present at our event scheduled on [Event Date] from [Event Time] at [Event Location]. Your presentation topic is [Topic or Title] and will run from [Start – End time of session].

Attendees will include public entity employees with risk management responsibilities. To keep event costs low and to provide free educational opportunities for public entity employees, we are not able to pay a stipend or travel expenses.

We look forward to your response. Please feel free to contact me direct by e-mail at [Enter Contact’s Email] or by phone [Enter Contact’s Phone Number].

Sincerely,

[Contact Info]