*Dear (name of chapter) member,*

*The (name of chapter) is currently seeking speakers/presentation for its upcoming \_\_\_\_\_(date) event in \_\_\_\_\_\_\_ (location). We will be featuring \_\_\_\_\_\_ (number of sessions/time slots open) and are looking, specifically, for programs with experience/expertise in the following areas: (list topic priorities)*

* *X*
* *X*
* *X*
* *X*
* *X*
* *X*

*If you are interested in speaking please (either list contact information for individual organizing speakers or include link to survey monkey or other tool where team is collecting speaker applications.)*

*Sincerely,*

*TEAM*