

Sample letter to invite speakers to participate in your program. This is a sample letter for the 5th session which was Wed., May 3rd.

Date

Name, Title
Organization
Address
City, State Zip

Dear Mr./Ms. Last Name:

The Battle Creek Area Chamber of Commerce 2000 series of the *Public Service Candidate School* is a program that we offer for participants to be introduced to, and gain a working knowledge of, the local political process. The program is free and open to the public. This particular series focuses on School Board, County and Township positions for this year's upcoming elections.

We would like to invite a representative from organization to be a part of a panel discussion on *Wednesday, May 3 from 8:00 p.m. to 9:00 p.m. at the SEMCO Energy Gas Company in downtown Battle Creek*. Your representative would be asked to discuss briefly the resources your organization offers to county officials along with current legislative issues your organization is working on or has identified.

I have attached a flyer that provides an overview of the other session that we offered. The Chamber scheduled five sessions of the *Public Service Candidate School* for 2000. *Wednesday, May 3rd* is the final session of the series.

Should you have any questions or need additional information regarding our request for a speaker, I can be reached at 616/962-4076. I am in the process of putting together the program agenda and once confirmed I would be sharing more information with you along with directions and a map to SEMCO Energy Gas Company.

Thank you for your time and consideration. I look forward to your reply to our request.

Sincerely,

Kathy Perrett
Assistant to the President/Manager of Government Affairs