

SAMPLE LETTER OF INVITATION TO KEYNOTE SPEAKER

DATE

Mr./Ms./The Honorable
Title
Address

Dear :

A group of internationally engaged citizens of *(name of community-- or – name of the sponsoring organization, such as the Dallas Council of International Visitors, the World Affairs Council of /the XXX chapter of Sister Cities International)* is organizing a Community Summit on Citizen Diplomacy on *(date)*, from *(time)* at *(place)*. We would be honored to have you as the keynote speaker at the *(luncheon/opening session/closing session)* of this exciting event.

Our goals for the Summit are simple, but bold: to raise awareness of the diverse global interests of members of our community *(or the community)*, to promote greater participation in international dialogue and exchange and, by doing so, to strengthen the Citizen Diplomacy movement locally, nationally and internationally.

The theme/focus of the Summit will be *“(the theme of the event, or discussion topic, if there is one).”* Findings, conclusions and action plans resulting from our Summit – and many others being held across the United States -- will contribute directly to a National Summit on Citizen Diplomacy being held in Washington, D.C. in July 2006.

We are proud to be part of a nation-wide movement to promote international awareness and activism that will benefit our community, state and nation and further the cause of international understanding and global peace. We hope you will be able to accept our invitation to speak, and to join us in this effort.

Sincerely,

(Name)

Position

Community Summit Coordinating Committee