



.....
Address
.....
.....Post Code
Telephone Date
Email

Dear

This is to remind you that we are looking forward very much to your visit on
(date)
to speak about/demonstrate
The meeting is held at
.....
at (time) and the approximate time for the start
of your talk/demonstration will be
We usually allow minutes for our speakers/demonstrators.

You may like to know that the approximate size of the audience should be
.....

We note that your fee will be plus travelling expenses.
How to get here by road:

The nearest car park is
The bus/train arriving atshop/station at
(time) will be met.

Yours sincerely

..... Hon. Secretary



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