

### **Invitation to speak on 'Get Involved Day'**

Dear Mr. Wright,

I hope this letter finds you in good health and high spirits. I am Chris Wong, General Secretary of the Harbour College School Services Club. You are cordially invited to be the guest speaker of our upcoming event, 'Get Involved Day.'

Our club has chosen to support your charity and we would like to cooperate with your charity this year. The club recognizes your charity's fame and accomplishments. Indubitably, you are also one of the most outstanding members in the club. Therefore, we would be honoured to be able to invite a speaker with insights and expertise on the issue of helping the disadvantaged and the handicapped. The talk is scheduled to take place in our club's auditorium from 8p.m. to 10p.m. This talk has been scheduled on the sixth of June, which is about a month away from the time I am writing this letter.

The event holds an objective to raise awareness about how your charity is specialized in helping the disabled people. As a distinguished speaker from the Helping Hands, your talk will play a crucial role to achieve it. The talk provides a precious opportunity for our students to learn about various social issues and the local organizations working on coping with the issues, and ultimately encourage them to make positive impacts on the society. Apart from inspiring our students, your talk could also be beneficial to your charity. You could freely promote your company's volunteering opportunities during the event.

Your presentation will be followed by a 'Question and Answer' session and the evening dinner party. The Question-and-Answer session yields a window of opportunities for the students to interact with you and learn more about the salient work you do around the world. Please notice that the talk will last for about 2 hours, together with the Q&A session and the dinner which will sum up to about one hour. The topic of the event is 'Empathy and Love'. We would like to prepare PowerPoint slides for the presentation. Microphones and tablets could be provided to you. Aside from the dinner, prior to the talk, the event also includes stalls and workshops about the Social Services Club. We would be most grateful if you could also join these activities.

To express our gratitude for your participation, we would like to pay for your travel and accommodation expenses. Additionally, we would like to donate to your charity, as a token of our appreciation for your time.

We understand that you have a busy schedule, but we sincerely hope that you could accept our invitation and join us to inspire the next generation of changemakers. If you could allocate your time for

the event, please kindly inform me of your availability by contacting me via my email [chriswongabedef@hotmail.com](mailto:chriswongabedef@hotmail.com), at your earliest convenience. Your insights would undoubtedly make a lasting impact on our community, inspiring us to take action and contribute to society.

Yours sincerely,

Chris Wong

Secretary

Harbour College School Services Club