## **Preliminary Invitation Message**

Dear [Speaker's Name],

We are exploring potential speakers for our upcoming event, [Event Name], and we would be thrilled if you could participate. The event will take place on [Date] and focus on [Topic].

This is an initial invitation, and we hope to confirm details based on your availability. Kindly let us know if this date works for you.

Warm regards,

[Your Name]

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