

## **Provisional draft speech for planning purposes**

Good [Morning/Afternoon/Evening],

As we prepare for [Name of Ceremony], I want to welcome everyone to this special occasion. The purpose of this gathering is to recognize [purpose] and to acknowledge the contributions of those who have made it possible.

This speech will serve as a guide for the official ceremony, and adjustments may be made to reflect the program schedule. We look forward to celebrating together.

Thank you,

[Your Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/sample-speech-for-ceremony>