



**SOUTH YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES**

**SPEAKER INVITATION**

WI -----

ADDRESS -----

TELEPHONE/EMAIL ----- DATE -----

Dear -----

We are making up our Programme for ----- and would like to invite you to give us a -----  
minutes demonstration/Lecture/Talk on (subject) -----

We meet in (place) -----

And would be ready for you to speak at (time) -----

The dates we have available are:-  
-----  
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Please note that any items you wish to sell (unless you represent a British based Marketing Board)  
should be placed on the WI Sales table where the usual WI commission of -----% will be  
deducted.

Would you please complete the attached Reply Form and return it in the enclosed stamped addressed  
envelope.

Yours sincerely

-----  
----- (Title)

**REPLY FORM**

NAME -----

ADDRESS -----

-----

TELEPHONE/EMAIL -----

SUBJECT -----

DETAILS OF INTEREST -----

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FEE ----- EXPENSES ----- DATE -----

EQUIPMENT REQUIRED -----

OTHER REQUIREMENTS -----

PLEASE COMPLETE AND GIVE TO TREASURER ON ARRIVAL AT THE MEETING

SPEAKER -----

FEE ----- EXPENSES -----

RECEIVED -----

SIGNATURE ----- DATE -----