# Speaker’s Bureau Letter for the Community Presentation Program

Dear \_\_\_\_\_\_\_\_\_\_

I am writing to you today to announce our new Community Speaker’s Program. I am very excited about this new venture for our funeral home’s community outreach efforts.

The funeral home is preparing many different program’s which are designed specifically for presentation to groups just like yours. The programs cover a wide range of topics from the History of Famous Funerals, to Unique Funeral Customs, to Funeral Trivia of all subjects, even one on the Life of Dr. Cicely Saunders, the Founder of the Hospice Movement.

Each program has been designed to be interesting and entertaining. Also the programs are free to any group who needs a speaker.

We will furnish all the materials and each program is in the PowerPoint format which means easy preparation and implementation for both us and you. We will also provide you with a flyer to help promote the program to your group.

I hope that you will give us the opportunity to share these fascinating programs with your group. I guarantee that you and your group’s members will not be bored.

If you have any questions please call me personally at <Phone Number>. I know you and your great group of people will not be disappointed.

Sincerely,

<Name>