



WI
Contact Name
Address
Telephone Date
Email

Dear

We are making up our Programme for and
would like to invite you to give us a minutes Demonstration /
Lecture / Talk
on (date)
on (subject)
Venue
at(time)

If this date is not convenient, please suggest another day.

Alternate dates available are:

If you are able to accept this invitation please return the reply form with
details of your fee and approximate travelling expenses (mileage or fuel).
A stamped addressed envelope is enclosed for your reply.

Yours sincerely

REPLY FORM - PLEASE RETURN THIS PAGE TO THE WI

Name
Address.....
Tel: Mobile:
Email:

Subject

Details of interest and/or career
(the above information may be used by the President in her introductory
remarks)

Fee
Date Convenient
Expenses
Equipment
a. To be provided by the speaker
b. To be provided by the WI
c. Time required to set up
Any other requirements