**Speaker Follow-up Letter Template**

Date

# SPEAKER NAME

# ADDESS 1

# CITY, STATE ZIP

#

Dear SPEAKER NAME:

Thank you for agreeing to participate as a (KEYNOTE PRESENTER, PANELIST, EXHIBITOR, EMCEE, OR OTHER FEATURED GUEST) at our National Alternative Fuel Vehicle (AFV) Day Odyssey event. Our local Odyssey event will be one of many across the country that will help to build awareness and enthusiasm for alternative fuel and advanced technology vehicles. We want to showcase alternative transportation technologies and provide a pathway to energy independence.

National AFV Day Odyssey is being coordinated by the National Alternative Fuels Training Consortium (NAFTC), headquartered at West Virginia University, in Morgantown, WV. The NAFTC strives to improve air quality and decrease our nation’s dependence on petroleum by promoting, supporting, and expanding the use of alternative fuel vehicles. Our organization, ORGANIZATION NAME, supports clean air initiatives, and we are excited to be part of this nationwide event.

Your participation in our local National AFV Day Odyssey event reinforces the importance of alternative fuels to those within the industry and heightens the overall credibility of AFVs as a viable choice for consumers.

DESCRIBE BRIEFLY WHAT YOU HOPE THE PERSON WILL BRING OR SAY OR DO. IF KNOWN, INDCATE TIME, PLACE, and LOCATION OF PERFORMANCE; WHO WILL MEET SPEAKER; ETC.

Again, thank you for agreeing to be part of this exciting event. If you have any questions or concerns, please feel free to call me at YOUR NUMBER or e-mail me at YOUR E-MAIL.

Sincerely,

YOUR NAME,

Site Coordinator for the LOCATION AFV Day Odyssey Event

YOUR REGULAR TITLE