**Speaker Accepted Your Personal Invitation**

Hello \_\_\_\_\_\_ [Title + Last Name],

Thank you so much for agreeing to join me on my Clubhouse call. I can't wait to have you share your ideas and experience with my audience.

My initial thought was for you to discuss in detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and how you achieved the results you did. Let me know if this topic is okay or if you think there's a better topic you should share with my audience. Once we have the topic knocked out, I can prepare a list of questions, so you have time to look them over prior to the call. If you prefer to make your own notes on what you'd like to talk about, that's fine too.

The Clubhouse event starts on \_\_\_ [date] at \_\_\_\_\_\_ [time] (including time zone) but please arrive a few minutes early so we can get you tapped into the system.

As I previously mentioned, I'm only asking for [X minutes] of your time, but you can stay longer, if you'd like. You can also include a short promo for your product or service to the audience towards the end of your time.

[include any expectations you have of them]

In case there any issues prior to or the day of our call and you need to reach me, you can contact me through Skype at \_\_\_\_\_\_ or by phone at \_\_\_\_\_\_\_ [phone number]

If you have any questions, please let me know.

Warmly,

[your name]