

Request for Presentation at Media Ethics Forum

Date: [Insert Date]

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number

Recipient Name
Recipient Title
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the opportunity to present at the upcoming Media Ethics Forum scheduled for [Insert Date]. As a passionate advocate for ethical journalism and media practices, I believe my presentation on [Insert Topic] would greatly contribute to the discussions and enhance the understanding of media ethics among attendees.

The presentation will cover key aspects, including [Briefly outline key points]. I aim to engage participants in meaningful dialogue and foster a collaborative environment to explore the challenges and responsibilities media professionals face today.

I would be honoured to be part of this important forum and share insights with esteemed colleagues in the field. Please let me know if there are any specific procedures or additional information required for my request.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Title/Position if applicable]