

Speaking Engagement Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization/Company]. I am reaching out to propose a speaking engagement for an upcoming workshop on [Workshop Topic].

As an expert in [Your Area of Expertise], I believe that I can provide valuable insights and knowledge to your audience. The proposed workshop will cover [Briefly Outline Key Topics], and will be structured to encourage interaction and engagement from participants.

I recommend scheduling the workshop on [Proposed Dates], and it would last approximately [Duration]. I am open to discussing alternative dates and times that may better suit your schedule.

Attached, you will find my biography and previous speaking engagements for your reference. I would be honored to share my experience and connect with your audience.

Thank you for considering my proposal. I look forward to the opportunity to collaborate and contribute to your upcoming workshop. Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss this further.

Warm regards,

[Your Name]

[Your Position]

[Your Organization/Company]

[Your Contact Information]