

Speaking Engagement Request

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are organizing the [Conference Name] scheduled for [Date] at [Location]. We aim to bring together industry leaders and innovators to discuss [Conference Theme/Focus].

We would be honored to have you as a speaker at our conference. Your expertise in [Relevant Field/Topic] would provide great value to our attendees, and we believe your insights would significantly enhance the conversation.

The details for the speaking engagement are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Location:** [Location]

Please let us know if you are available to speak at the conference. We are happy to discuss further details and accommodations to ensure your participation.

Thank you for considering this opportunity. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]