

Request for Speaking Engagement

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are organizing a virtual event on [Event Date], focused on [Event Topic], and we would be honored to have you as a speaker.

Your expertise in [Speaker's Area of Expertise] would provide immense value to our audience of [Audience Description]. We would love for you to speak on [Proposed Topic] for approximately [Duration] minutes, followed by a Q&A session.

The event will take place on [Platform (e.g., Zoom, Teams)] and is expected to attract [Number of Attendees] participants from [Target Audience]. We believe your participation would greatly enrich the discussions.

Please let us know if you are available and interested, and we can discuss this further. Thank you for considering our invitation!

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Your Email]
[Your Phone Number]