

Request for Public Speaking Engagement

Date: [Insert Date]

[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]. I am reaching out to express my interest in speaking at [Event Name] that is scheduled for [Event Date].

As a [briefly describe your expertise or background relevant to the event], I believe my insights on [specific topics you would cover] would be beneficial for the attendees. I am passionate about [mention relevant themes or issues], and I would be honored to share my knowledge with your audience.

Please let me know if you would be open to discussing this further. I am happy to provide additional information about my experience and previous speaking engagements at your convenience.

Thank you for considering my request. I look forward to the possibility of contributing to [Event Name].

Warm regards,

[Your Name]

[Your Position/Title]

[Your Organization]

[Your Contact Information]