

Request for Keynote Speaker

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to announce the upcoming [Name of Conference], scheduled to take place on [Dates] at [Location]. This international conference aims to bring together leading experts, practitioners, and research scholars in the field of [Conference Theme].

We are writing to formally invite you to be the keynote speaker for this prestigious event. Your significant contributions to [Field/Industry] and your insightful perspectives on [Specific Topic] would greatly benefit our attendees and enrich the discussions that will take place during the conference.

The keynote address is scheduled for [Date & Time], lasting approximately [Duration]. We anticipate an audience of [Expected Number of Attendees] and believe your participation would contribute immensely to the overall success of the conference.

Please let us know your availability for this event. We would be happy to accommodate any specific requirements you may have and discuss the honorarium and travel arrangements we can provide. We hope you will consider this opportunity to share your expertise with our audience.

Thank you for considering our invitation. We look forward to the possibility of welcoming you as our keynote speaker.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]