

Proposal for Talk at [Trade Show Name]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Organizer's Name]
[Organizer's Title]
[Trade Show Organization]
[Address]
[City, State, Zip Code]

Dear [Organizer's Name],

I am writing to propose a talk session for the upcoming [Trade Show Name] scheduled for [dates of the trade show]. As [Your Title] at [Your Company], I am enthusiastic about sharing insights on [briefly describe the topic of your talk].

The proposed title of my talk is "[Proposed Title of Talk]," and it aims to address [describe the key points and relevance of the topic]. I believe that this session will be highly beneficial for attendees who are interested in [target audience or industry].

I propose a [length of the talk, e.g., 30-minute] presentation followed by a Q&A session. I am confident that my experience in [your industry or field] will contribute valuable perspectives to the discussions at the trade show.

Thank you for considering my proposal. I look forward to the opportunity to contribute to [Trade Show Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]
[Your Title]
[Your Company]