

Request for Public Speaking Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Conference Organizer's Name]

[Conference Name]

[Organizer's Address]

[City, State, Zip Code]

Dear [Conference Organizer's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Background]. I am writing to express my interest in speaking at the upcoming [Conference Name] scheduled for [Date of Conference].

With a background in [Your Area of Expertise] and extensive experience in [Specify Experience], I believe I can provide valuable insights on [Proposed Topic]. My presentation will address [Brief Description of Key Points].

Attendees will benefit from this session as it will [Explain Benefits to Audience]. I am confident that my contribution will align well with the conference theme and engage the audience effectively.

Thank you for considering my proposal. I look forward to the opportunity to contribute to what promises to be an inspiring conference. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Warm regards,

[Your Name]

[Your Title/Position]