

Request for Participation as a Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Conference Organizer's Name]

[Association/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to express my interest in participating as a speaker at the upcoming [Conference Name] scheduled for [Conference Dates] in [Location]. I believe that my expertise in [Your Area of Expertise] aligns perfectly with the objectives of the conference.

My proposed topic is "[Proposed Topic Title]," which aims to [briefly describe what the topic will cover and its relevance to the audience]. I am confident that this will engage the attendees and contribute to the overall success of the event.

Please find my biography and relevant credentials attached for your consideration. I would be honored to share my insights and experiences with the conference participants.

Thank you for considering my participation. I look forward to the possibility of contributing to [Conference Name] and am eager to discuss this opportunity further.

Sincerely,

[Your Name]