

# Request for Speaker Appearance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Speaker's Name]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

I hope this message finds you well. I am [Your Name], [Your Position] at [Your Organization]. We are organizing an event on [Event Date] focused on [Event Theme or Purpose], and we are looking for an inspiring motivational speaker to share their insights and experiences.

Your work in [Speaker's Field/Expertise] has greatly impacted many, and we believe that your presence would greatly benefit our audience. We would be honored if you could join us for this event and share your journey.

Details of the event are as follows:

- Date: [Event Date]
- Time: [Event Time]
- Location: [Event Location]

We truly believe that your message can empower and motivate our attendees. Please let us know if you are available, and if so, we would love to discuss the details further.

Thank you for considering our request.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]