

Inquiry for Speaking Engagement

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position, e.g., a coordinator at XYZ University]. We are currently organizing a lecture series aimed at [briefly describe the goal of the series, e.g., enhancing knowledge in emerging technologies].

We are very impressed by your work in [specific field or project], and we believe that your expertise would be invaluable to our audience. We would be honored if you could join us as a keynote speaker on [proposed date(s)], and share your insights on [specific topic you want them to discuss].

Please let me know if you would be available for this opportunity. We would be happy to discuss any logistical details, including honorarium and travel accommodations.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]