

Letter of Request for Motivational Presentation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation as a motivational speaker at our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. Our audience, consisting of [describe audience], is eager to be inspired by your insights and experiences.

Your work in [specific field or topic] has been incredibly impactful, and we believe that your message could greatly benefit our attendees. We would be honored if you could share your journey and motivational strategies with us.

Please let us know your availability for this event. We are flexible with timing and would be happy to accommodate your schedule.

Thank you for considering our request. We look forward to the possibility of welcoming you to our event.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]