

# Request for Participation in Motivational Talk

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization/Institution]. I am writing to formally request your participation as a speaker for an upcoming motivational talk organized by [Organization/Institution Name] on [Event Date].

The event aims to inspire and encourage attendees to pursue their goals and overcome challenges, and your insights and experiences would be invaluable in enriching the audience's understanding and motivation.

We would be honored to have you join us for this occasion, and we are happy to accommodate your schedule and any requirements you may have. Please let us know if you would be willing to participate, or if there is a convenient time for us to discuss this opportunity further.

Thank you for considering our request. We look forward to the possibility of having you as a part of this uplifting event.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]