

Request for Keynote Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Speaker's Name],

I hope this message finds you well. I am writing to formally invite you to serve as the keynote speaker at the upcoming [Name of Symposium], scheduled for [Date] at [Location]. Our symposium aims to [briefly describe the purpose of the symposium].

Given your expertise in [Speaker's Area of Expertise] and your impactful contributions to [mention any relevant work or achievements], we believe that your insights would greatly enhance the experience of our attendees.

The keynote address is expected to be approximately [duration, e.g., 30-45 minutes], followed by a Q&A session. We would be honored to cover any travel and accommodation expenses associated with your participation.

Please let us know your availability for this event. We would be thrilled to have you join us and share your knowledge with our community.

Thank you for considering our invitation. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]