

Advocacy for [Speaker's Name] as Guest Speaker

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Today's Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to advocate for [Speaker's Name] as a guest speaker at our upcoming event, [Event Name], scheduled for [Event Date]. [Speaker's Name] is an expert in [Speaker's Specialty/Field] and has a proven track record of inspiring audiences with their innovative ideas and insights.

In addition to their extensive experience, [Speaker's Name] has delivered impactful presentations at [mention any relevant conferences or events], where they engaged audiences and stimulated meaningful discussions. Their knowledge on [specific topics] will greatly enhance our event and provide valuable takeaways for all attendees.

We believe that having [Speaker's Name] join us would not only highlight the importance of [relevant topic] but also elevate the overall quality and impact of our gathering.

Thank you for considering this proposal. I look forward to your positive response and am excited about the potential collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]