

Request for Speaker Slot

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization]. We are in the process of organizing our upcoming business event, [Event Name], scheduled for [Event Date], and I am reaching out to request a speaker slot for you.

We believe that your expertise in [Relevant Topic] would provide valuable insights to our audience of [Target Audience]. The event will focus on [Event Theme/Goals], and we would be honored to have you share your knowledge and experience with our attendees.

Please let us know if you are available to participate and if there are any specific requirements we can accommodate for your presentation.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]