

# Request for Expert Speaker at Industry Symposium

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to invite you to be a keynote speaker at our upcoming Industry Symposium titled "[Symposium Title]," scheduled for [Date] at [Venue]. This event aims to bring together industry leaders, innovators, and experts to share insights and experiences on [Symposium Theme].

Your expertise in [Recipient's Area of Expertise] aligns perfectly with our theme, and we believe your insights would greatly contribute to the knowledge-sharing goals of the symposium.

The audience will consist of professionals and academics eager to learn about the latest trends and developments in [Relevant Industry/Field]. We would be honored to have you share your knowledge and engage with attendees during the event.

Please let us know your availability for this event, and feel free to reach out if you have any questions. We would be delighted to discuss this opportunity further.

Thank you for considering our request. We look forward to the possibility of having you join us.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]