

# Speaker Proposal for Academic Conference

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Conference Organizer's Name**

Conference Name  
Conference Address  
City, State, Zip Code

Dear [Conference Organizer's Name],

I am writing to propose myself as a speaker for the upcoming [Conference Name] scheduled for [Conference Dates]. With my background in [Your Field/Area of Expertise], I believe I can contribute significantly to the conference.

The topic I propose to present is "[Proposed Title of Your Talk]". This presentation will cover [Brief Description of the Topic and Relevance to the Conference Theme]. I am confident that the audience will find the content both engaging and informative.

As a [mention any relevant qualifications, experiences, or previous speaking engagements], I have developed a strong ability to communicate complex ideas effectively. I have attached my CV and a brief outline of my proposed talk for your review.

Thank you for considering my proposal. I look forward to the opportunity to contribute to this exciting event. Please feel free to reach out if you need any further information.

Sincerely,  
[Your Name]