

Request for Public Speaking Feature

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in participating as a speaker at the upcoming [Event Name] networking event scheduled for [Event Date] at [Event Location]. I believe my experience in [Your Expertise/Field] would provide valuable insights to the attendees.

Throughout my career, I have had the privilege of [Briefly Share Relevant Experience or Achievements]. I am confident that a talk on [Proposed Topic] would engage and inspire the audience.

I would appreciate the opportunity to discuss this further. Thank you for considering my request, and I look forward to your positive response. Please feel free to reach me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]