

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Organization/Company]. I am writing to express my interest in the possibility of speaking at your upcoming corporate event on [Event Date] regarding [Topic of Interest].

With my background in [Your Expertise or Experience], I believe I can offer valuable insights and engage your audience effectively. I have previously spoken at [List of Relevant Events].

I would appreciate the opportunity to discuss this further and explore how I can contribute to the success of your event.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]