

# Request for Public Speaking Opportunity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Organization 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/Profession/Background]. I am writing to express my interest in speaking at the upcoming [Event/Workshop Name] scheduled for [Event Date].

I believe I can provide valuable insights on [Specific Topic or Theme], which I feel aligns well with the objectives of your workshop. My experience in [relevant experience] has equipped me with unique perspectives that I am eager to share with your audience.

Thank you for considering my request. I look forward to the possibility of contributing to [Event/Workshop Name] and sharing my knowledge with attendees. Please feel free to contact me at your convenience to discuss this further.

Sincerely,

[Your Name]