

Inquiry for Speaker Slot at [Conference Name]

Dear [Organizer's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. I am writing to inquire about the possibility of being a speaker at the upcoming [Conference Name], scheduled to take place on [Dates].

I am particularly interested in speaking on [Proposed Topic], as it aligns closely with my expertise in [Your Field/Area of Expertise]. I believe that my insights could be valuable to the attendees and contribute to the overarching theme of the conference.

Could you please provide me with information regarding the application process, important deadlines, and any guidelines for speakers? I would be happy to provide more details about my background and the proposed topic if needed.

Thank you for considering my inquiry. I look forward to the possibility of contributing to this exciting event.

Best regards,
[Your Name]
[Your Contact Information]
[Your Organization]