

Letter of Appeal for Public Speaking Permission

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Institution Name]

[Organization Address]

[City, State, ZIP Code]

Subject: Request for Permission to Speak at [Event Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to speak at the upcoming [Event Name] to be held on [Date] at [Location]. As a [your professional title or relevant background], I am passionate about [topic you wish to address], and I believe that it is crucial for the audience to engage with this important subject.

During my talk, I plan to address [brief description of content], aiming to [mention the goals of your speech]. I am confident that my insights could provide value to the attendees and contribute positively to the overall objectives of the event.

I would be grateful if you could consider my request and provide the necessary permissions to participate in this event. I am looking forward to the opportunity to share my knowledge and connect with the audience.

Thank you for considering my appeal. I am available for a discussion at your convenience and can be reached at [phone number] or [email]. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Title/Position]