

Authorization Request for Public Speaking Event

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]

Dear [Recipient's Name],

I am writing to formally request authorization to speak at the [Event Name] scheduled for [Event Date] at [Event Location]. The purpose of my speech will be to [briefly describe the topic and its relevance].

As a [Your Title/Position] at [Your Organization], I believe that my experience and insights on [specific topic] will provide valuable perspectives to the attendees.

Please let me know if you require any additional information or if there are specific forms that need to be completed for this request. I look forward to your positive response.

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]
[Your Phone Number]
[Your Email Address]