

# Request for Public Speaking License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a public speaking license in order to [state purpose, e.g., conduct a workshop, give a presentation, etc.] scheduled on [insert date] at [insert location].

As an advocate for [briefly explain your area of expertise or interest], I believe that this event will [explain the significance or benefit of the event]. I would greatly appreciate your assistance in obtaining the necessary licensing to ensure compliance with [mention any relevant regulations or guidelines].

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

Sincerely,

[Your Name]