

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of obtaining approval to speak at [specific event or occasion] scheduled for [date]. My proposed topic is [brief description of the topic], which I believe will provide valuable insights to the attendees.

As a [your qualifications or expertise related to the topic], I am passionate about [brief statement about your interest in the subject]. I would appreciate any information you could provide regarding the process for public speaking approval, as well as any guidelines or requirements that I should be aware of.

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

Sincerely,

[Your Name]