

Permission Request for Public Speaking Engagement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 request permission to speak at [Event Name], scheduled for [Date of Event], at [Location]. I am passionate about [insert topic] and believe that my insights could significantly benefit the audience.

The audience will consist of [describe audience], and I plan to cover [briefly outline main points]. My goal is to [state objectives of the presentation].

I have attached my speaking credentials for your review and would be happy to discuss this further at your convenience. Thank you for considering my request. I look forward to the possibility of sharing my passion and knowledge with the attendees.

Sincerely,

[Your Name]