

Petition for Public Speaking Authorization

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization to speak at [specific event or meeting] scheduled for [date] at [location]. As an advocate for [briefly describe your cause or topic], I believe that my insights would contribute to the discussion and benefit the audience.

The key points I intend to address include:

- [Point 1]
- [Point 2]
- [Point 3]

I am available for any necessary preparations and can adjust my presentation to fit the allotted time. I appreciate your consideration of my request and look forward to the possibility of contributing to this important discussion.

Thank you for your attention to this matter. I hope to hear from you soon regarding my request.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]