

# Letter of Submission for Public Speaking Event Approval

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Organization/Institution Name]  
[Insert Address]  
[Insert City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my proposal for approval to participate as a speaker in the upcoming [Event Name] scheduled for [Event Date] at [Event Location]. I believe that my presentation, titled "[Presentation Title]," will engage and inspire attendees while highlighting key issues surrounding [briefly describe relevant topics].

Here are the details of my proposed presentation:

- **Duration:** [Insert duration]
- **Target Audience:** [Insert audience description]
- **Objectives:** [Insert objectives of the presentation]

Attached to this letter, you will find my biography and additional materials that detail my previous speaking engagements and their respective impacts.

I am eager to share my insights and contribute to the success of [Event Name]. Thank you for considering my submission. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Contact Information]