

Keynote Speaker Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to propose myself as a keynote speaker for the upcoming [Workshop/Conference Name] scheduled on [Date] at [Location]. With a background in [Your Field/Expertise], I am excited about the opportunity to share my insights on [Proposed Topic].

Having [briefly explain your qualifications, experience, or previous speaking engagements], I believe my presentation titled "[Proposed Title of Speech]" will resonate with attendees by [explain how it will benefit the audience].

The session will cover:

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

I am committed to delivering an engaging and informative presentation that aligns with the goals of [Recipient's Organization] and adds value to the workshop. I am open to discussing any specific themes or adjustments you may have in mind.

Thank you for considering my proposal. I look forward to the possibility of collaborating with you to make [Workshop/Conference Name] a success.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]