

# Request for Keynote Speaker

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are organizing a conference on [Conference Topic] scheduled for [Date] at [Location].

We would be honored if you would agree to be our keynote speaker for this event. Your expertise in [Speaker's Area of Expertise] would provide immense value to our attendees and contribute greatly to the theme of our conference.

The conference will focus on [brief description of the conference topics and goals]. We anticipate around [Number of Attendees] participants from various sectors, including [relevant sectors or industries].

Please let us know your availability for this engagement and any honorarium you might require. We would be happy to accommodate your travel and accommodation needs.

Thank you for considering our request. We hope to hear from you soon.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]