

Request for Public Speaking Engagement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to express my interest in participating as a speaker at your upcoming charity event scheduled for [Event Date].

Having [briefly describe your experience or connection to the charity's cause], I believe I can offer valuable insights and engage the audience in meaningful discussions that align with your organization's mission.

I would be honored to contribute to the success of this event by sharing my experience on [specific topic you wish to speak about]. This topic is especially relevant to your audience as [explain relevance].

Thank you for considering my request. I look forward to the opportunity to collaborate with you and create an impactful experience for all attendees. Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss this opportunity further.

Warm regards,

[Your Name]

[Your Title/Position, if applicable]