

Media Conference Speaking Offer

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to extend an official invitation for you to speak at our upcoming media conference titled "[Conference Title]", scheduled to be held on [Conference Date] at [Conference Location].

This event will bring together industry leaders, influencers, and media professionals to discuss [topics of discussion]. Given your expertise in [Recipient's Area of Expertise], we believe that your insights would greatly contribute to the depth and quality of our discussions.

We are excited about the possibility of featuring you as one of our keynote speakers. The format will include a [duration] minute presentation followed by a Q&A session with the audience. Additionally, there will be ample opportunities for networking with fellow speakers and attendees.

Please let us know your availability for this event by [RSVP Date]. We would be pleased to provide you with any further information you may need.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]