

Proposal for Media Keynote Address

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a keynote address for [Event Name], scheduled on [Event Date]. As a [Your Title/Position] with [Your Experience/Background], I believe my insights on [Topic/Theme] will greatly benefit the audience.

The proposed address will cover:

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

My experience as [Your Experience] makes me particularly equipped to address these topics, and I am confident that the attendees will leave with valuable knowledge and inspiration.

I am available for a discussion to further elaborate on this proposal and answer any questions you may have. Thank you for considering this opportunity.

Looking forward to your response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email]