

Media Speaking Opportunity Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization]. I am reaching out to propose a media speaking opportunity that I believe would be mutually beneficial.

We are looking to host a [type of event, e.g., webinar, panel discussion] on [date], focused on [brief description of topic]. Given your expertise in [recipient's area of expertise], we would be honored to have you as a guest speaker.

This event aims to [explain the goal of the event], and we believe your insights would greatly enrich the conversation. We anticipate [number] attendees and plan to promote the event through [promotion channels].

Please let us know if you would be interested in this opportunity and if the proposed date works for your schedule. We would be delighted to discuss this further and answer any questions you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]