

Inquiry for Speaking Engagement at Media Workshop

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization]. We are hosting a media workshop titled "[Workshop Title]" on [Date] at [Location].

We are reaching out to invite you as a speaker for our workshop. Your expertise in [specific area of expertise] would provide invaluable insights to our attendees.

The workshop aims to [briefly outline the purpose and goals of the workshop]. We believe your participation could greatly enhance the experience for all involved.

Please let us know if you are available for this opportunity, and we can discuss further details such as honorarium, travel arrangements, and schedule.

Thank you for considering our invitation. We look forward to the possibility of your participation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]
[Your Contact Information]