

Speaking Engagement Opportunity

Date: [Insert Date]

To: [Name of the Contact Person]

[Title]

[Educational Institution Name]

[Institution Address]

Dear [Contact Person's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization]. I am reaching out to explore potential speaking engagement opportunities at [Educational Institution Name].

As an expert in [Your Area of Expertise], I believe that sharing insights on [Proposed Topic] could greatly benefit your students and faculty, fostering enriched discussion and learning. I am passionate about [Briefly Explain Your Passion/Experience Related to Topic].

I am available for [Insert Availability: online or in-person sessions, specific dates, etc.] and would love the opportunity to collaborate with you to enhance your educational programming.

Please let me know if this is of interest, and we can discuss further details at your convenience.

Thank you for considering my proposal. I look forward to the possibility of working together.

Warm regards,

[Your Name]

[Your Position/Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]