

# Request for Featured Talk

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Company/Organization]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Recipient Job Title]  
[Event Organizer/Company Name]  
[Event Address]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to express my interest in being a featured speaker at the upcoming [Event Name] networking event scheduled for [Event Date]. With my background in [Your Area of Expertise] and a passion for [Relevance to the Event Topic], I believe I can contribute valuable insights to the audience.

My proposed topic, "[Proposed Topic Title]," aims to [Briefly Describe the Topic and Its Benefits to the Audience]. I have previously presented at [List Previous Speaking Engagements, if applicable], and received positive feedback regarding the [Mention Any Achievements/Outcomes].

I would love the opportunity to engage with fellow professionals and share my experiences. Please let me know if you would be open to discussing this possibility further. I look forward to the chance to contribute to an enriching event.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,  
[Your Name]