

Request for Speech at Community Forum

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title or brief introduction about yourself]. I am writing to formally request the opportunity to deliver a speech at the upcoming community forum scheduled for [Date of the Forum].

The topic I would like to address is [Briefly outline your topic]. I believe that this subject is of great relevance to our community, and I am eager to share insights and engage in meaningful dialogue with attendees.

I would be honored to contribute to the forum and share my perspective on [Topic]. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title]