

# Public Speaking Inquiry for Conferences and Seminars

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[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 a [Your Profession/Title] with a passion for [specific topic related to speaking engagement]. I am reaching out to inquire about the possibility of being a speaker at the upcoming [Name of Conference/Seminar] scheduled for [Date(s)].

With over [X years] of experience in [specific field/expertise], I have had the privilege of speaking at various events, including [list relevant events or accomplishments]. My presentation, titled "[Title of Your Presentation]," focuses on [brief description of content]. I believe that it would provide valuable insights to the attendees and resonate well with the conference theme of [Theme].

I would love the opportunity to discuss this further and share how my participation could benefit the event. Please let me know if there is a formal application process or if you need any additional information.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,  
[Your Name]