

Public Speaking Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization]. We are in the process of organizing our upcoming gala event scheduled for [Event Date] at [Event Location].

We believe that your expertise in [relevant field] would greatly benefit our attendees, and we would be honored to have you as a keynote speaker. The theme of this year's gala is [Event Theme], and we anticipate an audience of [expected number of attendees].

We would love to discuss the possibility of having you join us for this event and share your insights on [specific topic]. Please let us know your availability for a brief call or meeting in the coming weeks to discuss this opportunity further.

Thank you for considering our invitation. We look forward to the possibility of collaborating with you for a successful gala.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization]

[Your Contact Information]