

Public Speaking Inquiry for Industry Trade Shows

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

[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am reaching out to inquire about the possibility of speaking at the upcoming [Name of Trade Show] scheduled for [Dates of Event] in [Location]. With my extensive experience in [Your Industry/Expertise], I am eager to share insights on [Proposed Topic] that could benefit our community.

I believe that the topics I plan to cover will resonate well with attendees as they align with the current trends and challenges in our industry. My previous speaking engagements include [mention any relevant speaking experience or past events], where I successfully engaged audiences and provided actionable takeaways.

Could you please inform me of the application process for speakers, as well as any specific themes or topics you are prioritizing for this year's event? I am looking forward to the opportunity to contribute to what I anticipate will be a remarkable gathering of industry professionals.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company]