

Public Speaking Inquiry for Motivational Sessions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. I am reaching out to inquire about the possibility of scheduling a motivational speaking session with you.

We are looking to host an event focused on [specific theme or topic] and believe your expertise and experience would greatly inspire our audience. Our target date for the event is [Insert Date], and we expect approximately [Number of Attendees] attendees.

Please let me know your availability for this engagement and any requirements you may have. We would be thrilled to have you share your insights and motivate our team.

Thank you for considering our invitation. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]