

Inquiry for Public Speaking Opportunity

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/Background] with a passion for [Your Topic of Interest]. I am reaching out to inquire about potential public speaking opportunities at [Organization Name]. Given your organization's commitment to [Organization's Purpose/Theme], I believe my experience and insights could be beneficial to your audience.

I have previously spoken at [List any relevant events or organizations], sharing insights on [Briefly describe your topic/angle]. I would love the opportunity to discuss how I can contribute to an upcoming event.

Please let me know if there is a suitable time for us to connect. I look forward to the possibility of collaborating with [Organization Name] and contributing to its mission.

Thank you for considering my inquiry.

Sincerely,

[Your Name]