

Request for Speaking Engagement

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization]. I am reaching out to express my interest in speaking at [Event Name] scheduled for [Event Date].

As an expert in [Your Area of Expertise], I believe that my insights on [Specific Topic] would greatly benefit your audience. My previous speaking engagements have included [Mention Relevant Events or Experience].

I would be honored to share my knowledge and engage with attendees at your event. Please let me know if you would consider my request. I am happy to discuss any details further at your convenience.

Thank you for considering my request. I look forward to the possibility of contributing to [Event Name].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]