

Letter of Suggestion for Public Speaking Participation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to suggest a potential participant for our upcoming public speaking event scheduled for [insert date]. I believe that [Suggested Speaker's Name], with their extensive background in [relevant field or topic], would be an excellent addition to our lineup.

[Suggested Speaker's Name] has a proven record of engaging audiences and delivering impactful messages on [specific subjects or themes]. Their experiences in [mention any relevant achievements or roles] make them a perfect fit for our event's goals.

Having [Suggested Speaker's Name] share their insights would not only enrich the experience of our attendees but also provide them with valuable knowledge that aligns with the mission of our event.

Thank you for considering this suggestion. I am confident that [Suggested Speaker's Name] would make a significant contribution to our program. Please feel free to reach out if you need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]