

# Request for Public Speaking Engagement

## Introduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to request your assistance in introducing me during my upcoming speaking engagement at [Event/Organization Name] on [Date].

As a [Your Profession/Background], I am excited to speak on [Topic/Title of Presentation]. I believe that your introduction would greatly enhance the audience's understanding of my background and the value of the content I will present.

If you agree, I would be happy to provide you with any information you might need to deliver the introduction effectively, including my biography, speaking themes, and key points I plan to cover.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]