

# Request for Speaking Engagement at Leadership Forum

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are organizing a Leadership Forum scheduled for [insert date] at [insert location], and we would be honored to have you as a speaker at the event.

The theme of this year's forum is [insert theme], and your insights on [specific topics] would be invaluable to our attendees. We anticipate an audience of [insert expected number] including [insert audience composition].

We believe your participation would greatly enhance the experience and inspire meaningful discussions. Should you accept our invitation, we will cover all travel and accommodation expenses, along with an honorarium of [insert amount if applicable].

Please let us know your availability for this engagement by [insert response deadline]. We would be happy to discuss this opportunity further at your convenience.

Thank you for considering our request. We look forward to the possibility of your participation.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]