

Subject: Speaker Inquiry: [Conference Name] - [Topic/Session Title]

Dear [Organizer Name],

I am writing to formally express my interest in speaking at [Conference Name], scheduled for [Dates] in [Location/Virtual]. Having followed the success of previous years, I am impressed by the event's commitment to [Specific Theme or Industry Goal].

Based on this year's theme, I would like to propose a session titled: [Proposed Presentation Title].

Session Overview:

[2-3 sentence description of the talk and the specific problem it addresses for the audience].

Key Takeaways:

- [Actionable point 1]
- [Actionable point 2]
- [Actionable point 3]

I am a [Your Professional Title] at [Company/Organization] with [Number] years of experience in [Specialty/Industry]. I have previously spoken at events such as [Past Conference 1] and [Past Conference 2], where my sessions focused on bridging the gap between [Concept A] and [Concept B].

I have attached my speaker bio and a link to a previous presentation recording for your review. I would welcome the opportunity to discuss how this session aligns with your programming goals for [Year].

Thank you for your time and consideration.

Best regards,

[Your Full Name]

[Your Portfolio/LinkedIn Link]

[Phone Number]