

[Your Full Name]
[Academic Title/Position]
[Department]
[Institution/University]
[Email Address]
[Date]

[Conference Committee Name]
[Conference Title]
[Organization/Society Name]

Dear [Name of Program Chair or Committee],

I am writing to formally introduce myself as a speaker candidate for the upcoming **[Name of Conference]**, scheduled to take place on **[Date]** in **[Location]**. Having followed the work of **[Organization Name]** for several years, I am eager to contribute to the discourse surrounding this year's theme: "**[Conference Theme]**."

I am currently a **[Current Position]** at **[Institution]**, where my research focuses on **[Primary Research Area]**. My proposed presentation, titled "**[Title of Proposed Paper/Talk]**," examines **[Brief 1-sentence summary of research objective]**. I believe this topic will be of particular interest to the **[Specific Field/Sub-field]** track as it addresses current gaps in **[Specific Academic Problem]**.

My recent work has been published in **[Name of Notable Journal/Publication]** and I have previously presented at **[Name of Previous Major Conference]**. I have enclosed my abstract and a brief curriculum vitae for your review.

Thank you for your time and for the opportunity to submit my work for consideration. I look forward to the possibility of joining the distinguished panel of speakers in **[Month of Conference]**.

Sincerely,

[Handwritten Signature]

[Your Printed Name]