

[Your Name]
[Your Title/Organization]
[Your Phone Number]
[Your Email Address]

[Date]

[Organizer Name]
[Conference Name]
[Organization/Association Address]

RE: Speaker/Presenter Referral for [Conference Name]

Dear [Organizer Name],

I am writing to formally recommend **[Candidate Name]** as a potential speaker for the upcoming [Conference Name] scheduled for [Date]. Having followed your programming for [Time Period], I believe their expertise in [Candidate's Specialty] would be a significant asset to your [Theme/Specific Track] track.

I have worked closely with [Candidate Name] in the context of [Professional Relationship/Project]. During this time, I have been impressed by their ability to [Specific Skill, e.g., communicate complex data/engage large audiences/provide actionable insights]. Specifically, their recent work on [Topic/Project] directly addresses the challenges currently facing our industry.

Key highlights of their qualifications include:

- [Key Achievement or Presentation Topic #1]
- [Key Achievement or Presentation Topic #2]
- [Relevant Award, Publication, or Professional Credential]

I am confident that [Candidate Name] would deliver a high-impact session that resonates with your attendees. I have attached their [CV/Speaker One-Sheet/Session Proposal] for your review.

Thank you for your time and for your continued efforts in curating such a valuable event for our professional community.

Sincerely,

[Your Signature]

[Your Printed Name]