

Request to Speak

Below is a letter template identifying yourself as a subject matter expert that you can send to organizations in your industry that are holding dinners, conferences, or panels on topics you know really well.

As an intrapreneur or entrepreneur, you are a professional expert. So why not accelerate even further, speaking to a wide audience or even sitting on a panel sharing your experience and what you know works. Your message can change someone's path. Market your message with meaning, share what you know and energetically you will raise your confidence level. The number one predictor of success is your ability to SPEAK up.

Consider the following questions:

- What do I want the audience to walk away with?
- What key points do I have to hit to ensure they do?
- How do I want them to feel around me?

*Same applies to a phone call, meeting, right? You are always given an opportunity to showcase your value.

Subject: Speaking inquiry

Hello _____,

<add a personal touch if you can. Something the organizer may have in common with you, or a compliment on the events, work he/she has done or on the organization itself – what attracted you to it.>

I am a <insert expertise> expert and speaker, and have a <insert # of years> year career in <insert track record career> specializing in topics for <insert ideal audience>. I've been plugged into <insert organization platform> and love the work you are doing and am reaching to see if you accept outside speakers.

My talk is called: "<insert title of your talk>" If so, please let me know.

Many thanks,

<sign your name>

Link to LinkedIn profile or your website