Sample Letter of Request for Speaking Opportunity

*Make sure to put the following letter on your letterhead. If you are sending electronically, remember to sign and scan the letter before sending, or include an image of your signature*.

Date

Name of Organization

Address

Dear :

I am contacting you on behalf of [*name of bank*]. I know [*name of organization*] has monthly meetings at which outside speakers periodically address [*list past speaking topics*].

I am interested in delivering a presentation that discusses the important role community banks play in our local community. As part of that, I would discuss new initiatives currently underway which I think will be of interest to attendees, and talk about what a local bank means to a local community.

I hope you agree such remarks would be of interest to your membership. I will follow-up in a few days to determine your interest. In the meantime, please do not hesitate to contact me to discuss scheduling and content issues.

I appreciate your consideration to this request.

Sincerely,

[*Name and title*]