

Sample Reach Out Letter

Recipient Name

Address

City, State, Zip

Date

Hi **Name**,

My name is (**your name**). I'm reaching out to see if I might be a fit for speaking at your upcoming event, (**name of their event**).

I have a program called (**the name of your signature talk in bold so it stands out**) that may be a good fit for your group.

My message is a unique approach on (**one to two sentences about your topic—you can use the talk description you created for your speaker one-sheet**).

In all of my keynotes, I use personal stories and humor to clarify key points while giving the audience powerful strategies that can be implemented right away to create immediate results.

My mission is (**name your mission and explain how it will benefit their group**).

Please feel free to contact me via email at (**your email.com**) or on my cell phone at (**XXX-XXX-XXXX**).

Thank you for your time. I look forward to the possible opportunity to serve your group.

Warmest Regards,

SIGNATURE

NAME