Dear (NAME),  
  
My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a certified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and (or just) owner of  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.com is a \_\_\_\_\_\_\_\_\_\_\_\_\_ devoted

to creating lasting and effective change in the industry.

Allow me to offer you a copy of my #1 best selling book \_\_\_\_\_\_\_\_\_\_\_\_\_\_ that teaches\_\_\_\_\_\_\_\_\_\_ and shows how I was able help other to accomplish \_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
In addition to the \_\_\_\_\_\_\_\_\_ work that I do I have also been a consultant for  
\_\_\_\_\_\_\_\_\_\_\_, an organization that provides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for  
the \_\_\_\_\_\_\_\_\_\_\_\_\_. There I've done workshops and individual sessions to help  
their clients gain the skills and resources needed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
I would like to offer my services as a guest speaker for your organization.

Knowing the nature of your organization, I know that guest speakers are  
occasionally asked to speak at your meetings. I've spoken to over \_\_\_\_\_\_

organizations such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ and more. I've spoken on various topics from \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_". I've been told that my presentations are both informative and entertaining.  
  
At this time I am freeing up my schedule to provide time to speak for  
various service organizations like yours and would again like to offer my  
services.  
  
Please, pass this letter on to your program chair or speakers coordinator  
and let me know how we can best work together.  
  
Sincerely,  
  
  
Rob Kosberg

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
www.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.com  
561.315.1222  
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