**EMAIL TO GET SPEAKING ENGAGEMENTS & INTERVIEWS**

**- TEMPLATE -**

**SUBJECT:  *(Choose One)***

- Your Next Podcast Guest - Author for Interviews on brief subject

- Speaker for Your Group/Event - New Book Launch – “Your title”

***\*\*NOTE: Adjust this letter to align with the audience you’ll be reaching.***

Dear \_\_\_\_\_\_\_\_\_\_,

Start with a complimentary opening (1-2 sentences)… I love the work you are doing for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have admired your work for quite some time and feel aligned with your group/audience …

I am writing to see if you are seeking speakers/interview guests for your event/podcast/show and to offer myself to your audience. I have written a book about \_\_\_\_\_\_\_\_\_\_\_\_\_\_ titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”, and I’d love to have a conversation about how this topic would be of be a fit for you.

This paragraph is a few sentences about you, your credentials, your background – something of interest to the audience you will reach. A little about me… I am a life coach for women, and I help them \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This paragraph is a few sentences about your book – It should be topline summary description. My topic would be centered around my book which is about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...

This book not only contains my personal story of \_\_\_\_\_\_\_\_\_\_\_\_\_, it will also serve as inspiration for \_\_\_\_\_\_\_\_\_\_. It is a useful guide/source/manual for \_\_\_\_\_\_\_\_\_.

I am sending along the PDF of the book in case you’d like to take look at it. Thanks for your consideration. I greatly appreciate your time and look forward to hearing from you. You can reach me at: phone number.

Sincerely/gratefully,

Your name