

Email template

Request for trainers / recommendation

Subject: Looking for a trainer for an upcoming workshop

Dear [Name],

I hope this message finds you well.

I'm currently organizing a training program on **[insert topic]** for **[insert target group, e.g. early-career professionals in the music sector]** and I'm looking for a suitable trainer or speaker who could lead the session.

Do you happen to know someone with experience in this field who might be a good fit — or would you possibly be interested yourself?

The training is planned for **[insert date/timeframe]**, and will focus on **[insert focus or learning outcomes, e.g. practical tools for digital marketing in live music]**. The format will be **[insert format, e.g. online / in-person / hybrid]** and the group size is expected to be around **[insert number]** participants.

I'd be happy to share more details — including the draft agenda and expected time commitment. Please let me know if this sounds of interest, or if you'd like to recommend someone from your network.

Thanks so much in advance!

Best regards
[Your name]
[Your role / organization]
[Contact information]