**This document is intended to be used by the person who introduces you at your speaking engagement. To use, fill in the recommended information in the areas marked by parentheses, remove the parentheses, save as a file or copy and paste into email (deleting this paragraph before you do so), then deliver to the person who will be introducing you.**

Introduction for (Your rank and name here)

Good (morning/afternoon/evening) (ladies and gentlemen/friends and family/my esteemed colleagues, etc.) I am very pleased to introduce (your rank and name here), who is here with us to commemorate 12th anniversary of the 9/11 terrorist attacks on behalf of the United States Navy.

(Your rank and name here) is currently (your current title here). Previously, (he/she) served as (most significant prior billet or billets). Throughout (his/her) ( xx) year career, (your rank and name) has (significant (but brief) highlights from your biography, including accomplishments, deployments/mobilizations, and duty stations. This is also a good point to add in any connection you may have to the group or organization you are speaking to, including hometown, alma mater, or family connections.)

(ladies and gentlemen/friends and family/my esteemed colleagues, etc.), from the United States Navy, (your rank and name here).