

Request for Guest Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[Department Name]

[University Name]

[University Address]

Email: [Your Email]

Phone: [Your Phone Number]

[Speaker's Name]

[Speaker's Title]

[Company/Organization Name]

[Company Address]

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [University Name]. We are currently organizing a series of guest lectures aimed at providing our students with insights from industry leaders and experts.

We would be honored to have you as a guest speaker to deliver a talk on [specific topic] on [proposed date/time]. Your expertise and experiences in [relevant field/industry] would be incredibly valuable to our students.

The lecture is expected to last approximately [duration], followed by a Q&A session. We would be happy to accommodate any logistical needs you may have.

Thank you for considering our request. I look forward to the possibility of welcoming you to [University Name]. Please feel free to reach out if you have any questions or need further information.

Warm regards,

[Your Name]

[Your Position]

[University Name]