

Request for Guest Lecture

Date: [Insert Date]

Dr. [Healthcare Professional's Name]

[Healthcare Professional's Title]

[Organization/Institution Name]

[Address]

Dear Dr. [Last Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Institution/Organization]. We are currently planning a series of guest lectures focused on public health initiatives, and I would be honored if you could serve as a guest speaker.

We believe your expertise in [specific area of expertise] would provide invaluable insights to our audience, which primarily consists of [describe audience, e.g., students, public health professionals]. The lecture is scheduled for [insert date and time], and we would be happy to accommodate your availability as needed.

The topic of your choice related to public health initiatives would contribute significantly to the broader conversation we aim to foster about [specific public health issues]. We will ensure that all necessary arrangements are made for your presentation, including [any accommodations, technology needs, etc.].

Thank you for considering this opportunity to share your knowledge and experience. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]