

Proposal to Present in Class

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a student at [Your Institution]. As part of our [Course/Program Name], we are seeking to invite industry leaders to share their insights and experiences with our class.

Given your significant contributions to [specific field/industry], we would be honored if you could present to our class on [insert proposed date]. Your expertise in [specific topic] would provide invaluable knowledge to our students and inspire the next generation of leaders.

The presentation would take approximately [duration] and could include a Q&A session to engage the students further. We are flexible with timing and can adjust according to your availability.

Thank you for considering our proposal. We are excited about the possibility of having you join us and share your valuable insights. Please feel free to reach out if you have any questions or require further information.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Institution]