

# Request for Expert to Speak in Classroom Session

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your participation as a guest speaker in an upcoming classroom session at [Your Institution]. The session is scheduled for [Date and Time], and we would be honored to have you share your expertise on [Topic].

Your insights and experiences would greatly benefit our students and contribute to their understanding of [relevant field or subject matter]. We are confident that your presence would inspire and educate them.

Please let us know if you would be available for this engagement. We would be happy to accommodate your schedule and discuss any requirements you may have.

Thank you very much for considering our request. We look forward to the possibility of welcoming you to our classroom.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]