

Request for Guest Lecture

Date: [Insert Date]

Dr. [Guest Lecturer's Name]

[Guest Lecturer's Address]

[City, State, Zip Code]

Dear Dr. [Last Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Institution/Organization]. We are continuously seeking opportunities to enhance our curriculum and inspire our students, and I believe your expertise in [Specific Subject] would greatly benefit our community.

We would be honored if you could join us as a guest lecturer for our [Course/Program Name] class on [Proposed Date]. The session will take place from [Start Time] to [End Time], and we would love for you to discuss [Specific Topics or Themes]. Our students would greatly appreciate your insights and knowledge on these subjects.

Please let us know your availability for this engagement, and if you require any further information or assistance. We truly hope you consider our request, as your presence would make a significant impact on our students' learning experience.

Thank you very much for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Email]

[Your Phone Number]