

Request for Public Speaking Role at School Assembly

Date: [Insert Date]

To: [Name of the Principal or Organizer]

[School Name]

[School Address]

Dear [Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role, e.g., a local community leader/a motivational speaker/a parent of a student]. I am writing to express my interest in participating as a public speaker at the upcoming school assembly on [Insert Date of Assembly].

With a passion for [mention relevant topics, e.g., education, motivation, or a specific theme related to students], I believe my experiences and insights could inspire the students and contribute positively to the assembly's theme.

I would be honored to share my story and engage with the students during this special event. Please let me know if there is an application process or if you need any further information from my side.

Thank you for considering my request. I look forward to the opportunity to contribute to your school's assembly.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]