

# Letter of Appeal for Guest Speakers

Date: \_\_\_\_\_

[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position/Title]  
[Organization/Company Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to invite you as a guest speaker for our upcoming Public Speaking Competition at [School Name], scheduled for [Date]. This event aims to inspire and encourage our students to hone their public speaking skills and build confidence in their abilities.

Your extensive experience in [relevant field/area of expertise] would significantly enrich our event and provide invaluable insights to our students. We believe that your participation would not only motivate them but also offer a practical perspective on effective communication.

The competition will feature [number] participants from various grades, and we expect an audience of students, teachers, and parents. We would be honored to have you as a role model for our aspiring speakers.

Should you be able to join us, we would greatly appreciate any thoughts you might want to share on public speaking or a related topic during the event. Additionally, we will provide [details about accommodation, honorarium, etc. if applicable].

Please let us know by [RSVP Date] if you are available, as we would love to finalize the details promptly. Thank you for considering our invitation, and we hope to hear from you soon.

Warm regards,

[Your Name]  
[Your Position]  
[School Name]