

# Formal Invitation to Guest Speaker

Date: [Insert Date]

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Guest Speaker's Name],

We are honored to extend an invitation to you to be a guest speaker at [School Name]. We believe that your expertise in [Relevant Topic] would greatly benefit our students.

The event is scheduled for [Insert Date and Time] at [Location/Venue]. Our students, eager to learn, would be thrilled to hear your insights and experiences.

Please let us know your availability for this event. We look forward to the possibility of welcoming you to our school.

Thank you for considering our invitation.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]