

Invitation to be a Guest Speaker

Date: [Insert Date]

Dear [Guest Speaker's Name],

On behalf of [School's Name], I am pleased to invite you to be a guest speaker at our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. Your experience and insights in [Speaker's Field/Expertise] would greatly benefit our students and staff.

The event will start at [Start Time] and will include an audience of [Number of Attendees]. We would be honored if you could share your knowledge and engage with our students on the topic of [Specific Topic].

We hope you can join us and inspire our students with your journey and expertise. Please let us know your availability for this event at your earliest convenience.

Thank you for considering our invitation.

Sincerely,

[Your Name]
[Your Position]
[School's Name]
[Contact Information]