

Invitation to Speak at Our School Assembly

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to extend an invitation to you to be our esteemed guest speaker at the upcoming school assembly at [School Name] on [Date]. Our theme for the assembly is "Inspiring the Next Generation," and we believe your journey and insights could greatly motivate our students.

The assembly will take place on [Time] in our auditorium, providing an excellent opportunity for you to connect with students and share your experiences.

We would be honored to have you join us for this special event. Please let us know your availability, and if you require any further information.

Thank you for considering our invitation.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]