

Proposal for Educational Guest Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the inclusion of an esteemed guest speaker, [Speaker's Name], at our upcoming workshop titled "[Workshop Title]", scheduled for [Workshop Date]. Our goal is to enhance our students' educational experience by providing them with insights from industry leaders.

[Speaker's Name] is a recognized expert in [Speaker's Field/Domain] and has a compelling ability to engage and inspire students. Their work with [mention any relevant organizations or projects] has made a profound impact, and we believe that their participation in our workshop would greatly benefit our students.

We would be grateful if [Speaker's Name] could share their knowledge and experiences, specifically focusing on [mention specific topics or themes]. We anticipate approximately [number of attendees] students will attend, and we plan to conduct the workshop on [workshop format e.g., virtual, in-person].

We hope to accommodate [Speaker's Name]'s schedule and would be happy to discuss any honorarium or logistical arrangements needed for their visit.

Thank you for considering this proposal. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[School Name]