

# Request for Guest Speaker Participation

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Guest Speaker's Name]

[Guest Speaker's Title/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Guest Speaker's Name],

I hope this message finds you well. I am writing to invite you to be a guest speaker at our upcoming gathering at [School Name] scheduled for [Date and Time]. The event aims to [briefly explain the purpose of the gathering and target audience].

We believe that your expertise in [mention relevant field or topic] would provide invaluable insights to our students and staff. Your participation would greatly enhance the learning experience, and we would be honored to have you share your knowledge and experiences with us.

Please let us know your availability for this event, and if you have any requirements or materials that you would like us to prepare in advance. We are happy to accommodate you to make your participation as smooth as possible.

Thank you for considering our request. We look forward to the possibility of welcoming you to [School Name].

Sincerely,

[Your Name]

[Your Title/Position]

[School Name]

[Contact Information]