

Request for Keynote Speaker

Date: [Insert Date]

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Speaker's Name]
[Speaker's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Speaker's Name],

I hope this message finds you well. I am writing to formally invite you to be the keynote speaker at our upcoming [event name] at [School Name] which will be held on [date]. This year's theme is [insert theme], and we believe your expertise on [insert relevant topics] would greatly inspire our students and attendees.

The [event name] will bring together students, parents, and members of the community, creating an excellent platform for engaging discussions and networking. We would be honored if you could share your insights and experiences.

Please let us know your availability for this date and if there are any requirements we can accommodate to facilitate your participation. We hope you can join us and look forward to your positive response.

Thank you for considering this opportunity.

Sincerely,

[Your Name]
[Your Position]
[School Name]