

# Invitation to Speak at Our Career Day

Dear [Speaker's Name],

We are excited to invite you to be a keynote speaker at our upcoming Career Day at [School Name] on [Date] from [Start Time] to [End Time]. Your expertise in [Speaker's Industry/Field] would provide invaluable insights to our students as they explore various career paths.

The event will take place at our school auditorium, and we expect approximately [Number of Students] students in attendance. We would be honored if you could share your experiences and advice on pursuing a career in [Specific Topic Related to Their Expertise].

Please let us know your availability for this event. We would be happy to accommodate your schedule and provide any additional information you may need.

Thank you for considering our invitation. We look forward to the possibility of your participation in making our Career Day a success!

Sincerely,

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