

Request to Join Career Day

Date: [Insert Date]

Dear [Name of the School's Career Day Coordinator],

I hope this message finds you well. My name is [Your Name], and I am [Your Title/Occupation] at [Your Company/Organization]. I am writing to express my interest in participating in the upcoming Career Day at [Name of the School] on [Date of the Event].

As someone who is passionate about [briefly describe relevant experience or area of expertise], I believe that sharing my journey and insights can inspire and provide valuable guidance to the students as they explore potential career paths.

I would be honored to contribute to this event by offering a presentation and engaging in discussions with the students. Please let me know if there are any available slots or additional information needed to finalize my participation.

Thank you for considering my request. I look forward to the possibility of collaborating with you to make this Career Day a memorable experience for the students.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Company/Organization]