

# Dear [Guest Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am the coach of the [Sports Team Name] at [School/Organization Name]. We are thrilled at the prospect of having you as a guest speaker for our team.

We would love to invite you to share your experiences and insights with our players on [Proposed Date] at [Proposed Time]. The session will take place at [Location]. Your expertise in [Field/Topic] would be invaluable to our team as we strive for excellence and personal growth.

Please let us know if the proposed date and time work for you, or if we need to consider other options. We are more than happy to accommodate your schedule.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to our team!

Sincerely,

[Your Name]  
[Your Title/Position]  
[Sports Team Name]  
[Contact Information]