

Career Day Speaker Engagement

Dear [Speaker's Name],

We are excited to invite you to be a speaker at our Annual Career Day on [Date] at [Location]. Our event aims to inspire and educate students about various career opportunities, and we believe your expertise in [Specific Field/Industry] would greatly enrich our program.

As a speaker, you will have the chance to share your career journey and insights for approximately [Duration] minutes, followed by a Q&A session. We anticipate an audience of [Number of Students] eager learners and professionals looking to make informed career choices.

We will provide all necessary equipment, and can discuss any specific topics or materials you would like to present. Please let us know your availability for this date.

Thank you for considering our invitation. We hope you will join us in making this event a memorable one for our students.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]