

Network Access Request for Guest Lecturer

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[School Name]

[School Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request network access for a guest lecturer, [Lecturer's Name], who will be speaking at our institution on [Date(s) of Lecture]. The topic of the lecture will focus on [Topic of Lecture].

To facilitate their presentation and any necessary communications, it would be beneficial for [Lecturer's Name] to have access to our school network during their visit. We anticipate this access will assist in providing a seamless experience for both the lecturer and students.

If you need any further information or documentation to process this request, please let me know. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]