

# Invitation to Speak on Career Day

Dear [Speaker's Name],

We are excited to announce our upcoming Career Day event on [date] at [location]. We believe that your expertise in [industry/profession] would provide invaluable insights to our students.

We would be honored if you could join us as a guest speaker to share your experiences and advice. The event will commence at [start time] and will include a Q&A session for students to engage with you directly.

Please let us know your availability for this event. We truly hope you can make it and inspire our students with your journey.

Thank you for considering our invitation.

Sincerely,  
[Your Name]  
[Your Position]  
[School/Organization Name]  
[Contact Information]