

Request for Attendance at Career Day

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your attendance at our upcoming Career Day on [Insert Date]. This event will provide an invaluable opportunity for students to learn about various career paths and gain insights from professionals like yourself.

Your expertise in [Your Field/Industry] would be greatly beneficial to our students as they navigate their future career choices. We believe that your participation will inspire and motivate them.

Please let us know if you are available to join us for this event. We would be honored to have you among our distinguished speakers.

Thank you for considering this opportunity to make a positive impact on our students. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]