

Guest Speaker

This template is intended to serve as a starting point for outreach communications with organizations regarding guest speakers. Please ensure all highlighted sections are customized with the appropriate information relevant to your request.

SUBJECT: Guest Speaker Invitation for [School Name] Students

MESSAGE:

Dear [Employer or Employee Point of Contact],

My name is [Full Name], and I am a [Position] at [School Name] in [Location of School]. I am reaching out to invite a representative from [Company Name] to speak with my [grade level] students as part of our curriculum on [subject matter, e.g., energy education].

We believe that hearing directly from industry professionals provides students with a unique opportunity to connect classroom learning to real-world careers and applications. Your company's expertise would offer valuable insight and help my students envision pathways into the workforce of the future.

Below are the key details regarding our request:

- **School Name:** [School Name and Address]
- **Student Grade Level(s):** [Grade level(s)]
- **Number of Students:** [Approximate number]
- **Relevant Topics/Subject Matter:** [Subject areas you'd be interested in]
- **Proposed Date(s) and Time(s):** [Offer 2-3 options if possible]
- **Format:** [In-person preferred, but virtual option available if needed]

We are flexible and happy to accommodate your representative's schedule as best we can. If there are any specific topics, presentation formats, or other logistics to consider, we are more than willing to coordinate to ensure a smooth and most rewarding experience.

Thank you for considering this opportunity to inspire and engage the next generation's workforce. I would be happy to answer any questions or work with you on scheduling.

Best Regards,

[Your Name]

[Your Position]

[School Name]

[Your Email Address]

[Your Phone Number]