

## Sample School Invitation Letter for Guest Speaker (Annual Day)

Date: [Insert Date]

To,  
[Guest Speaker's Name]  
[Designation/Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Subject: Invitation as Guest Speaker for Annual Day Celebration

Dear [Guest Speaker's Name],

On behalf of the management, staff, and students of [School Name], it is our honour and privilege to cordially invite you to grace our Annual Day Celebration as a Guest Speaker, to be held on [Event Date] at [Event Time], at [Venue Name/School Auditorium].

Our Annual Day is a much-awaited event that not only celebrates the achievements and talents of our students but also aims to inspire and motivate them further. We believe your esteemed presence and valuable insights would be immensely beneficial and encouraging for our students, staff, and parents.

You are requested to deliver a brief address on [relevant topic or area of expertise], sharing your experiences and thoughts with our audience. We are confident your words will leave a lasting impression and inspire all attendees.

We would be grateful if you could confirm your acceptance of our invitation at your earliest convenience. Should you have any special requirements, please feel free to let us know.

Thank you for considering our invitation. We look forward to your positive response and to welcoming you at our Annual Day event.

Sincerely,  
[Your Name]  
[Your Designation/Position]  
[School Name]  
[Contact Number]  
[Email Address]