

# Sample Invitation Letter for Guest Speaker at School Seminar

[Your School Letterhead or Logo]

**Date:** [Insert Date]

**To:** [Guest Speaker's Name]

[Designation/Title]

[Organization/Institution]

[Address]

Dear [Guest Speaker's Name],

On behalf of [School Name], we are delighted to extend a formal invitation to you to serve as a guest speaker at our upcoming seminar, entitled **“[Seminar Title]”**. This event will be held on **[Date]** at **[Venue/Location]** from **[Start Time]** to **[End Time]**.

The objective of this seminar is to provide our students and faculty with valuable insights and knowledge on **[describe main subject or topic]**. Given your expertise and distinguished experience in **[relevant field/area]**, we believe your presence would greatly benefit and inspire our participants.

We kindly request that you address the following topics during your session:

- [Topic 1]
- [Topic 2]
- [Topic 3] (or “Other topics you deem important”)

We are enthusiastic about the opportunity for our students to learn from your experience and guidance. Please let us know your availability at your earliest convenience so that we may finalize the seminar arrangements. If you require any additional information or resources, feel free to contact us at [your contact details].

Thank you for considering our invitation. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

[Email Address]