

Sample Letter to Invite Speakers

(Use School)

Your School Address

Your City, State and Zip Code

Date of Letter

Name of Person If Known or Public Relations Department

Business or Governmental Agency

Business or Governmental Address

City, State and Zip Code

Dear Sir (or name of individual if known):

I am teaching a class of (enter grade level) graders about philanthropy. The unit is entitled Philanthropy-The Big Picture. I would like to invite you or a member of your team to be a guest speaker on (enter day, date, and time). You will be given 15 minutes to talk to the students about "What Philanthropy Means to Your Company/Agency". There will be a question and answer session at the end of your presentation.

We will need examples of how your company/agency is involved in philanthropy. If you have any reports or literature that will be helpful to the students to understand your company/agency prior to the day of your visit, we would appreciate it. I have (provide the number) students who will be part of this lesson.

If you have any questions or comments regarding this letter, please contact me at (include school telephone number, days and hours that you can be reached).

Sincerely yours,

Your Name

School District

School Name

City and State

