

Speaker invitation letter

Dear *[title and name]*,

I am writing to invite you to speak as a member of a panel at an event entitled, “Future Options Forum”. This panel discussion will form part of the learning for the students at [school name], on the theme of post-school training educational pathways.

The intention is to have speakers who are all graduates of [school name] speak for 5-10 minutes on the educational pathway that they took after school. We aim to have different speakers who can present on a university pathway, a TAFE/College or vocational education pathway such as an apprenticeship/traineeship, or a direct pathway to employment.

When? [date]

Where? [write where the event will be held] (a map is attached for your reference).

What? Suggested topics you can include in your presentation include: What was your chosen pathway? When, How, and Why did you choose that pathway? Where did you study? What are you doing now? How did the study/training at your tertiary institution differ from school? What advice do you have for students who are considering this pathway? What tips do you have for easing the transition from school?

After each panel member speaks there will be a Q & A session.

I invite you to contact me should you have any further questions or comments on my email address below. Please advise by email by [date you need to know by] if you are able to accept this invitation.

Yours sincerely,

Your name

Your school email address

Phone number