**Sample Email for Employers to Forward to Others**

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (XYZ district or school) for (how long?) and would like to encourage you to provide guest speakers for local schools. We’ve found it’s a rewarding experience for our employees as well as a good form of early recruitment for Blue Star.

The XYZ school district (or school name) is seeking guest speakers. Addressing a class will help broaden student awareness of potential careers in your industry. Typically lasting for an hour or one class period, a guest speaker presentation is a small investment of your time that may well influence students’ future choices. For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a presentation that will be convenient for you and of great benefit to students.

If you have questions, please feel free to contact (WBL coordinator name) or me at any time.

Thank you,

Jane Doe, Title

Organization

Contact information