****Sample Speaker Invitation Letter****

Greetings Dr. _____,

My name is _____ and I teach Introductory Psychology at _____ High School in _____. As you may know, psychology is an extremely popular course among high schoolers. Unfortunately, there are few opportunities for high school teachers to receive high-quality, ongoing professional development in psychology. Providing this support to psychology teachers is essential, particularly since many are certified in social studies and do not have a deep background education in psychology.

To help address this need, a group of teachers and I are working to create an organization of _____ high school psychology teachers and to offer them an annual conference. The goal of these conferences would be to provide high school psychology teachers with cutting-edge updates on psychological science, to share best teaching practices, to encourage networking and help teachers develop a professional support system.

I am writing to ask if you would be willing to help us get off the ground by speaking at our first meeting in _____. I am particularly interested in asking you to share your recent research on _____. Many of the teachers I questioned described this as an area of strong interest among their students. If you are willing, and available, I have both a 60- minute and a 90-minute time slot available – you could let me know your preference. I anticipate that we will have approximately 30 teachers in the audience and most have limited experience teaching psychology (3 years of experience or less). The conference is scheduled for _____, at _____, and your presentation would be during the _____ or _____ timeslot.

If you are interested and able to offer your expertise to us, we would be most grateful. Please respond as soon as you can, but before _____, to _____. We would be honored to have you.

Best,

_____