

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Speaker's Name]
[Guest Speaker's Title/Position]
[Guest Speaker's Organization]
[Guest Speaker's Address]
[City, State, Zip Code]

Dear [Guest Speaker's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your title/role] at [Your Organization/Institution]. We are excited to inform you that we are planning an upcoming event on [event date] focused on [event topic/ theme], and we would be honored to have you as our guest speaker.

Your expertise in [guest speaker's area of expertise] and your inspiring work in [specific achievements or contributions] align perfectly with the goals of our event, which aims to [describe the purpose or objectives of the event].

The event will take place at [venue/location], and we anticipate an audience of [describe audience--students, professionals, community members, etc.]. We believe that your insights would greatly enrich the discussions and resonate deeply with our attendees.

We would be thrilled to discuss this opportunity further and explore how we can make your participation as impactful as possible. Please let us know your availability for a brief call or meeting.

Thank you for considering our invitation. We look forward to the possibility of welcoming you as a speaker at our event.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]
[Your Organization/Institution]