

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Speaker's Name]
[Guest Speaker's 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. On behalf of [Your Organization], I am pleased to invite you to be a guest speaker at [Event Name] on [Event Date] at [Event Location].

Our event will focus on [briefly describe the theme or purpose of the event], and we believe your expertise in [specific area of expertise] would provide invaluable insights to our audience.

We would be honored if you could join us and share your thoughts on [specific topic or issue]. The event will commence at [start time] and conclude at [end time]. We anticipate an audience of [estimated number] attendees, including [describe the audience, e.g., industry leaders, students, etc.].

Please let us know your availability for this event by [RSVP deadline]. Should you have any questions or require further information, feel free to reach out to me at [your phone number or email].

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

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]