

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

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/School]. We are planning an event titled [Event Name] on [Event Date], and it would be an honor to have you as our guest speaker.

The event aims to [briefly describe the purpose of the event and the audience]. Given your expertise in [Speaker's Area of Expertise], we believe your insights would greatly benefit our attendees.

We would be grateful if you could join us for this event to share your knowledge on [specific topic] and inspire our audience. We would be happy to accommodate your schedule and discuss any logistical details you might need.

Thank you for considering our invitation. I look forward to the possibility of welcoming you as our guest speaker and hearing from you soon.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization/School]  
[Your Phone Number]  
[Your Email Address]