

[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 Title/Organization]
[Guest Speaker's Address]
[City, State, Zip Code]

Dear [Guest Speaker's Name],

I hope this message finds you well. We are excited to inform you about the details of the upcoming event where you will be joining us as a guest speaker.

****Event Title:**** [Event Title]

****Date:**** [Event Date]

****Time:**** [Start Time] - [End Time]

****Location:**** [Venue Name/Address]

****Audience:**** [Expected Audience/Attendees]

****Speaking Topic:**** [Specific Topic/Theme of Your Presentation]

****Duration:**** [Duration of Your Speech/Presentation]

We are looking forward to your participation and are eager to share your insights with our audience. Please let us know if you have any specific requirements or if we can assist you with anything prior to the event.

Thank you for your commitment, and we look forward to seeing you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]