

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Speaker's Name],

I hope this message finds you well. We are thrilled to have you as a guest speaker for our upcoming [event name] on [event date]. Your expertise in [specific field or topic] is invaluable, and we believe your insights will greatly benefit our audience.

To help us promote the event and provide attendees with background information, we kindly request a brief biography from you. If possible, please include highlights of your professional journey, key accomplishments, and any relevant personal anecdotes that might resonate with our audience.

Please send your biography by [requested deadline], so we can include it in our promotional materials.

Thank you for your time and support. We look forward to your participation!

Best regards,

[Your Name]
[Your Position]
[Your Organization]