

[Your Name]
[Your Position]
[Your Organization]
[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 message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are thrilled to invite you to be a guest speaker at our upcoming [event name] scheduled for [date] at [location].

Our event aims to [briefly describe the purpose of the event and the audience]. Given your expertise in [relevant field or topic], we believe that your insights would be invaluable to our attendees.

We would be honored if you could join us to speak for [duration of the speaking engagement] on the topic of [suggested topic or theme]. We expect an audience of [number of attendees], including [brief description of attendees' backgrounds].

Please let us know your availability, and if you have any particular requirements or preferences regarding your participation. We would be happy to discuss details further at your convenience.

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

Warm regards,

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