

[Your Name]
[Your Title]
[Your Organization]
[Your 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. My name is [Your Name], and I am [your position] at [Your Organization]. We are hosting [event name] on [event date] at [event location], which aims to [brief description of the purpose of the event].

We would be honored if you would consider joining us as a guest speaker during this event. Your expertise in [specific field or topic] and your work with [mention any relevant experience or achievements] would greatly enrich the experience for our attendees.

The event will bring together [describe the audience], and we believe your insights on [specific topic] would resonate deeply with our community. We are excited about the potential impact your participation could have.

We are flexible regarding your availability and can accommodate a time that works best for you. Additionally, we would be pleased to cover any travel expenses and offer an honorarium for your time.

Thank you for considering our invitation. We would love the opportunity to discuss this further and hope to welcome you as a part of our event.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]