

[Your Name]
[Your Title/Position]
[Your Organization]
[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. I am writing to remind you of your upcoming engagement as a guest speaker at [Event Name] scheduled for [Date] at [Time]. We are thrilled to have you join us to share your insights on [Topic of Discussion].

The event will be held at [Location/Platform for virtual events], and we anticipate an audience of [Expected Number of Attendees]. We believe your contribution will greatly enrich the experience for everyone involved. Please let me know if you have any specific requirements or if there is anything we can assist you with prior to the event.

Thank you once again for your participation. We look forward to welcoming you soon!

Best regards,

[Your Name]
[Your Title/Position]
[Your Organization]