

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally invite you to be a guest speaker at [Event Name] scheduled for [Date] at [Location]. This event aims to [briefly explain the purpose of the event].

Given your expertise in [relevant field or topic], we believe your insights would greatly benefit our audience, which comprises [briefly describe your audience, e.g., students, professionals, etc.]. We would be honored if you could share your experiences and knowledge on [specific topic or theme].

The event will take place at [time] and is expected to last approximately [duration]. We are happy to accommodate your schedule and will provide an honorarium of [amount] for your participation.

Please let us know your availability for this event by [RSVP date].

Should you have any questions or need further details, feel free to contact me at [your phone number] or [your email address].

Thank you for considering our invitation. We sincerely hope you can join us!

Warm regards,

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