

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

Dear [Speaker's Name],

I hope this message finds you well. I am reaching out to invite you as a guest speaker for our upcoming event, [Event Name], which is scheduled for [Date] at [Location].

We believe your expertise in [Topic/Field] would greatly inspire our attendees, and we would be honored to have you share your insights. The event will provide an opportunity for [brief description of the audience and purpose].

Please let me know if you would be interested and available. We would be happy to provide further details and discuss any requirements you may have.

Thank you for considering our invitation.

Best regards,

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