

[Your Name]
[Your Title/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 Title/Position] at [Your Organization]. We are organizing [Event Name] scheduled for [Event Date] at [Event Location]. The event aims to [briefly describe the purpose of the event].

We would be honored to have you as our guest speaker. Your expertise in [specific area or topic] and your insights would greatly contribute to the success of the event and provide immense value to our attendees. The event will involve [describe the format, e.g., keynote speech, panel discussion, etc.], and we anticipate an audience of [number] attendees, including [type of attendees, e.g., industry professionals, students, etc.]. We would love for you to speak on [specific topic or theme] for approximately [duration, e.g., 30 minutes], followed by a Q&A session. Should you accept our invitation, we would be happy to cover all travel and accommodation expenses and provide an honorarium of [amount, if applicable].

Please let us know if you would be available for this opportunity, and feel free to reach out if you have any questions or need further information.

Thank you for considering our request. We look forward to the possibility of welcoming you at [Event Name].

Warm regards,

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