

[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 letter 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], and we would be honored to have you as our guest speaker.

The event will bring together [briefly describe the audience and purpose of the event]. Given your expertise in [relevant field or topic], we believe that your contribution would greatly enrich the discussions and inspire our attendees.

We would like to invite you to speak on [specific topic or theme] for approximately [duration] during the event. We can accommodate your schedule regarding timing and format, whether you prefer a keynote address, panel discussion, or workshop.

Please let us know if you would be willing to join us for this occasion. We are happy to discuss any details and arrangements to make your participation possible.

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

Warm regards,

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