

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Organization's 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.

We are excited to announce an upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Location]. This event aims to [briefly describe the purpose of the workshop and its significance].

We would be honored to have you as our guest speaker. Your expertise in [specific area] and your experience with [relevant experience] would provide invaluable insights to our participants. We envision your presentation covering [suggested topics or themes], followed by a Q&A session.

The workshop will bring together [describe the target audience], and we believe your participation would greatly enhance the experience for all attendees.

We are inviting you to lead a session of approximately [duration] minutes, and we will handle all travel and accommodation arrangements as well as provide an honorarium of [amount, if applicable].

Please let us know at your earliest convenience if you would be able to join us. We sincerely hope to have the opportunity to welcome you as part of this event.

Thank you for considering our invitation.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization]