

Subject: Guest Speaker Invitation

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name] and I am [Your Position/Role] at [Your Institution/Organization]. We are hosting an event titled "[Event Title]" on [Event Date] and would be honored to have you as a guest speaker.

The event will focus on [Brief Description of Event Topic]. Your expertise in [Speaker's Area of Expertise] would provide invaluable insights to our audience.

We anticipate an audience of [Expected Number of Attendees] participants, including [Audience Description]. We would love for you to speak for about [Duration of Speech] on [Proposed Topic/Angle].

We will take care of all travel arrangements and are happy to discuss any honorarium or fee for your time.

Please let me know your availability for this date. I look forward to the possibility of collaborating with you.

Thank you for considering our invitation.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]