

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to be a guest speaker at our upcoming conference, [Conference Name], scheduled to take place on [Conference Date] at [Location].

The theme of this year's conference is [Conference Theme], and we believe your expertise in [Recipient's Area of Expertise] would greatly enrich our discussions. We would be honored to have you share your insights on [Proposed Topic] during a [Duration] session.

The event is expected to attract [Number] attendees, including professionals and enthusiasts from [Relevant Fields/Industries]. Your participation would not only enhance the quality of the sessions but also inspire many attendees.

We can provide travel and accommodation arrangements, as well as an honorarium for your time. Please let us know your availability, and feel free to reach out if you need any further information.

Thank you for considering our invitation. We hope to welcome you as a distinguished guest at [Conference Name].

Warm regards,

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