

[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. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are organizing an event titled "[Event Title]" scheduled for [Event Date] at [Event Location]. The purpose of this event is to [briefly describe the purpose and significance of the event].

We would be honored to have you as our guest speaker. Your expertise in [specific area or topic relevant to the event] would greatly enrich our program and provide invaluable insights to our attendees. We believe that your participation would inspire and motivate our audience.

The event will take place from [start time] to [end time], and we would be delighted if you could join us for [duration of speaking engagement, e.g., a 30-minute keynote or a panel discussion]. We are happy to cover travel expenses and provide an honorarium for your participation.

Please let us know if you would be available to join us. We would be thrilled to discuss any specific topics you would like to address and how we can accommodate your needs.

Thank you for considering our invitation. I look forward to your response.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Email Address]
[Your Phone Number]