

[Your Name]  
[Your Position/Title]  
[Your Organization/Institution]  
[Your 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/Title] at [Your Organization/Institution]. We are organizing [Event Name], scheduled for [Event Date], and we believe your expertise in [Relevant Topic/Field] would provide valuable insights to our audience.

We would be honored if you could join us as a guest speaker to discuss [Specific Topic or Theme you want them to address]. The event will take place [Event Location/Format, e.g., virtual, in-person], and we anticipate an audience of [Estimated Number of Attendees] attendees from [Demographic Information].

Please let us know your availability for this event. We would be happy to accommodate your schedule and cover any necessary travel or accommodation expenses associated with your participation.

Thank you for considering our request. I look forward to the opportunity to collaborate with you.

Warm regards,

[Your Name]  
[Your Position/Title]  
[Your Organization/Institution]