

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

I am writing to invite you as a guest speaker for our upcoming seminar on [Seminar Topic] scheduled for [Date] at [Location]. We believe your expertise in [Guest Speaker's Area of Expertise] would provide invaluable insights to our audience.

The seminar aims to [briefly explain the seminar's purpose and audience]. We would be honored to have you share your experiences and perspectives on [specific topic or theme related to the seminar].

The event will commence at [start time] and we expect approximately [number of attendees] participants, including [briefly describe audience]. You would have [duration of speaking time] to present, followed by a Q&A session.

We would take care of 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 interested in participating. We would be thrilled to have you join us.

Thank you for considering our invitation.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]