

[Your Name]
[Your Position/Title]
[Your Department/Program]
[Your University]
[Your University Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Speaker's Name]
[Guest Speaker's Title]
[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, e.g., a faculty member, coordinator] at [Your
University]. We are hosting an upcoming event titled "[Event Title]" on
[Event Date], and we would be honored if you could join us as a guest
speaker.

The focus of our event is [briefly describe the theme or purpose of the
event, e.g., exploring innovations in technology, understanding social
issues, etc.]. Given your expertise in [mention the guest speaker's area
of expertise], we believe your insights would greatly benefit our
audience of [describe the audience, e.g., students, faculty, community
members].

We would be pleased to cover any travel expenses and provide an
honorarium of [mention amount, if applicable]. The event will take place
at [Location] from [Start Time] to [End Time].

We sincerely hope you will consider our invitation. Please let us know if
you are available, and feel free to reach out if you have any questions
or need further information.

Thank you for considering our request. We look forward to the possibility
of welcoming you to [Your University].

Warm regards,

[Your Name]
[Your Position/Title]
[Your University]