

[Your Name]
[Your Title]
[Your Organization]
[Your 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 Title] at [Your Organization]. We are pleased to extend an invitation for you to be a guest speaker at [Event Name] on [Event Date], which will be held at [Event Location].

The theme of this year's event is [Event Theme], and we believe your expertise in [Guest Speaker's Area of Expertise] would greatly benefit our attendees, who include [describe the audience, e.g., students, professionals, community members].

We would be honored if you could join us and share your insights on [specific topic or area]. The event is scheduled from [Start Time] to [End Time], and we would like to allocate [duration] for your presentation, followed by a Q&A session.

We are happy to cover your travel and accommodation expenses, as well as provide an honorarium for your time and efforts.

Please let us know your availability for this event. We are excited about the possibility of having you with us and look forward to your positive response.

Thank you for considering this opportunity.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]