

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

Dear [Guest Speaker's Name],

I hope this message finds you well. I am writing to invite you to be a guest speaker at our upcoming [event name], scheduled for [date] at [location]. This event aims to [brief description of the event purpose]. We believe that your expertise in [specific field or topic] would provide invaluable insights to our audience of [describe audience]. We would be honored if you could join us and share your knowledge on [specific topics or themes you would like them to address].

The event will take place from [start time] to [end time], and we anticipate an engaging session followed by a Q&A segment. We would, of course, cover any travel expenses and provide an honorarium for your time.

Please let us know if you would be available for this exciting opportunity. We would be delighted to accommodate your schedule as best as we can.

Thank you for considering our invitation. I look forward to the possibility of welcoming you to [event name].

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]