

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation as a guest speaker at [Event/Program Name] on [Date] at [Location]. The event aims to [briefly describe the purpose or theme of the event].

We believe that your expertise in [specific area] would greatly benefit the attendees and add significant value to the discussions.

Please let us know if you would be available and willing to join us. We are happy to discuss any arrangements you may require.

Thank you for considering our invitation.

Sincerely,

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