

[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 letter finds you well.

On behalf of [Your Organization], I am pleased to formally invite you to serve as a guest speaker at our upcoming event, [Event Name], scheduled for [Date] at [Location]. We are keen to have you share your insights on [specific topic or theme] with our audience.

Your expertise and experience in [relevant field or industry] would be invaluable to our participants, and we believe your contribution will significantly enhance the overall impact of the event.

We would be delighted to cover your travel expenses and provide an honorarium of [amount, if applicable]. Please let us know your availability for this date and if you have any specific requirements or preferences.

Thank you for considering our invitation. We look forward to the possibility of welcoming you as our esteemed guest speaker.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]