

[Your Organization's Letterhead]

[Date]

[Guest Speaker's Name]

[Guest Speaker's Address]

[City, State, Zip Code]

Dear [Guest Speaker's Name],

Subject: Appointment as Guest Speaker

We are pleased to inform you that you have been appointed as a Guest Speaker for [Event Name] scheduled on [Date] at [Venue] from [Start Time] to [End Time].

As the Guest Speaker, you will be addressing the audience on [Topic/Theme] and sharing your insights and experiences related to the subject. We believe your expertise will greatly contribute to the learning and engagement of our attendees.

Please find the details of the event below:

- Date: [Date]
- Time: [Start Time] to [End Time]
- Venue: [Venue Name and Address]
- Audience: [Description of the audience]
- Duration of Speech: [Duration] minutes

We kindly request that you confirm your participation by [RSVP Date].

Should you need any further information or assistance, please do not hesitate to contact us at [Your Contact Information].

We look forward to your positive response and to a memorable event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]