

Subject: Invitation to Be a Guest Speaker

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/Institution]. We are hosting an event on [Event Date] focused on [Event Topic], and we would be honored to have you as a guest speaker.

Your expertise in [Speaker's Field/Subject] would provide invaluable insights to our audience of [Audience Description]. We would be thrilled if you could share your knowledge on [Specific Topic or Theme].

The event will take place at [Location/Platform] from [Start Time] to [End Time]. We are happy to accommodate your schedule to ensure your participation.

Please let us know if you would be available and interested in joining us. We look forward to the possibility of welcoming you to our event.

Thank you for considering our request.

Best regards,

[Your Name]

[Your Position]

[Your Organization/Institution]

[Your Contact Information]

[Your Organization's Website] (if applicable)