

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Speaker's Name]
[Speaker's Title/Position]
[Speaker's Organization]
[Speaker's Address]
[City, State, Zip Code]

Dear [Speaker's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are dedicated to [briefly describe the mission or focus of your organization].

We are reaching out to invite you to be a guest speaker at our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. The theme of this event is [Event Theme], and we believe your expertise in [Speaker's Area of Expertise] would greatly enhance our discussions and inspire our audience.

We expect an audience of [mention audience size and demographics], and your insights on [specific topic related to the speaker's expertise] would be invaluable.

Please let us know if you would be interested in this opportunity. We would be delighted to discuss this further and accommodate any requirements you may have.

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

Warm regards,

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