

[Your Name]
[Your Position]
[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 extend an invitation to you to be a guest speaker at our upcoming event, [Event Name], which will take place on [Date] at [Location].

The theme of our event will be [Event Theme/Topic], and we believe that your expertise in [Guest Speaker's Area of Expertise] would greatly enrich the experience for all attendees. We anticipate an audience comprised of [Target Audience], and we are confident that your insights will provide valuable perspectives.

We would be honored if you could deliver a speech on [Specific Topic or Subject], and we estimate your presentation will be approximately [Duration] long. We would also love for you to participate in a Q&A session following your talk.

Please let us know if you are available for this event. Should you accept our invitation, we would be happy to cover your travel expenses and provide accommodations if needed.

Thank you for considering our invitation. We genuinely hope to welcome you to [Event Name].

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]