

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce that [Guest Speaker's Name], [Guest Speaker's Title/Expertise], will be joining us as our esteemed guest speaker at the [Event Name] on [Event Date]. [Briefly describe the guest speaker's background, achievements, and relevance to the event topic.]

The event will take place at [Event Location] from [Start Time] to [End Time], and we anticipate that [Guest Speaker's Name]'s insights will greatly enrich our discussions.

We invite you to join us for what promises to be an engaging and informative experience. Please RSVP by [RSVP Deadline] to [RSVP Contact Information].

Thank you for your attention, and we look forward to seeing you at the event!

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]