

[Your Name]
[Your Position]
[Your Organization/School]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Speaker's Name]
[Guest Speaker's Title/Organization]
[Guest Speaker's Address]
[City, State, Zip Code]

Dear [Guest Speaker's Name],

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

The theme of our event is [Event Theme], and we believe your expertise in [Guest Speaker's Area of Expertise] would provide invaluable insights to our audience. We anticipate [Audience Type, e.g., students, professionals] would greatly benefit from your experiences and knowledge. The event will take place at [Event Location] from [Start Time] to [End Time]. We would love for you to speak for [Duration] and engage in a Q&A session with attendees afterward.

Please let us know if you would be available, and we can discuss any arrangements or accommodations needed. Thank you for considering our invitation, and we look forward to the possibility of welcoming you.

Warm regards,

[Your Name]
[Your Position]
[Your Organization/School]