

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to be a guest speaker at our upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Location].

Given your expertise in [specific area or field], we believe that your insights and experiences would greatly benefit our attendees, who are eager to learn and grow in this area. The workshop aims to [briefly describe the purpose/goals of the workshop].

We would be honored if you could join us for a [duration of presentation] presentation followed by a Q&A session. Additionally, we would be happy to cover any travel expenses and provide an honorarium for your time.

Please let us know your availability for this engagement. We hope you will consider sharing your valuable knowledge with our participants.

Thank you for considering our invitation. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]