

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Guest Speaker's Name]  
[Guest Speaker's Position]  
[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 writing to formally invite you to be a guest speaker at our upcoming [Event Name] scheduled for [Date] at [Location].

The theme of this year's event is [Theme/Topic], and we believe that your expertise in [Guest Speaker's Field/Area of Expertise] would greatly benefit our audience. We are particularly interested in your insights on [Specific Topic or Issue], as it aligns closely with our goals for this event.

The event will bring together [Describe Audience - e.g., professionals, students, community members] and provide a platform for meaningful discussions and networking opportunities. Would you be available to deliver a [Duration of Speech, e.g., 30-minute] keynote address followed by a Q&A session?

We would be delighted to cover your travel expenses and provide an honorarium of [Amount] for your participation. Please let us know if you are available, and feel free to suggest any other topics or formats you might prefer.

Thank you for considering our invitation. We hope to hear from you soon.

Sincerely,

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