

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

Dear [Guest Speaker's Name],  
I hope this message finds you well.

1. **\*\*Introduction\*\***

- Brief introduction of yourself and your organization.
- Purpose of the letter.

2. **\*\*Event Details\*\***

- Date and time of the event.
- Location or virtual platform details.
- Theme or topic of the event.

3. **\*\*Reason for Engagement\*\***

- Why you are inviting them specifically (expertise, experience, etc.).
- Potential impact of their participation.

4. **\*\*Participant and Audience Information\*\***

- Description of the expected audience.
- Number of attendees.

5. **\*\*Logistics\*\***

- Duration of the engagement (e.g., keynote, panel discussion).
- Compensation, if applicable.

6. **\*\*Next Steps\*\***

- Invitation to discuss further or schedule a call.
- Deadline for response.

Thank you for considering this opportunity. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]