

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

Dear [Guest Speaker's Name],

I hope this message finds you well. I am writing to invite you to be a guest speaker at [Event Name], which will take place on [Event Date] at [Event Location]. The theme of this year's event is [Event Theme], and we believe your expertise in [Guest Speaker's Area of Expertise] would greatly inspire our audience.

Our event aims to [briefly describe the event's purpose and audience], and your insights on [specific topics related to guest speaker's expertise] would provide immense value to the attendees. We expect an audience of approximately [expected number] participants, including [describe the audience - e.g., professionals, students, community members].

We would be honored to have you speak for approximately [duration] during the event, followed by a Q&A session. Additionally, we would be pleased to cover any travel expenses and provide an honorarium of [amount, if applicable].

Please let us know if you would be available for this opportunity. We would be more than happy to accommodate your schedule and answer any questions you may have.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to [Event Name].

Warm regards,

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