

[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. We are excited to invite you as a guest speaker at our upcoming event, [Event Name], which will take place on [Date] at [Location].

Your expertise in [specific field or topic] would greatly enrich our program and provide valuable insights to our attendees. We would be honored to have you share your knowledge with us.

Please let us know your availability, and we can discuss the details further.

Thank you for considering this opportunity.

Warm regards,

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