

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

Dear [Guest Speaker's Name],

We are pleased to invite you as a guest speaker at [Event Name] on [Date] at [Location]. Your expertise in [relevant topic] would greatly enrich our audience of [target audience].

The event will start at [start time] and your session will be scheduled for approximately [duration]. We would be honored to have you share your insights and experiences.

Please let us know your availability for this event. We look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]