

[Your Company Letterhead]

[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 hope this message finds you well. On behalf of [Your Company Name], we are pleased to extend an invitation for you to be a guest speaker at our upcoming [event name], scheduled to take place on [date] at [venue/location].

The theme of this year's event is [event theme], and we believe your expertise in [specific area of expertise] would be invaluable to our attendees. Your insights on [specific topic] would greatly enhance our program and provide our audience with a deeper understanding of [relevant subject].

The event will commence at [start time] and we anticipate around [number] attendees, including professionals from [brief description of audience]. Your session would be scheduled for [time duration], followed by a Q&A session.

We would be honored to have you join us and share your knowledge. Please let us know your availability for this event by [RSVP deadline]. Should you have any specific requirements or need assistance with accommodations, feel free to reach out.

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

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]