

[Your Name]  
[Your Position]  
[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],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are committed to [brief description of your organization's mission or purpose], and we have a dedicated event coming up that aligns perfectly with your expertise.

We would be honored to invite you as a guest speaker at our upcoming [event name or title], scheduled for [date] at [venue/location]. The event will focus on [brief description of the event theme or topic], and we believe that your insights on [specific topic related to the speaker's expertise] would greatly enrich the experience for our attendees.

Our audience will consist of [brief description of the audience], and we are expecting approximately [number of attendees]. Your contribution as a seasoned expert in [guest speaker's field/industry] will provide invaluable perspectives and inspire our participants.

We would love for you to speak for about [duration of speech] minutes, followed by a Q&A session. We are flexible with timing and can work with you to create a session that fits your schedule. In addition, we would be pleased to cover your travel and accommodation expenses, as well as an honorarium of [mention any fee, if applicable].

Thank you for considering our invitation. We truly hope to have you join us for what promises to be an engaging and impactful event. Please feel free to reach out to me directly at [your phone number] or [your email address] should you have any questions or require further details.

We look forward to your positive response.

Warm regards,

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