

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

Dear [Guest Speaker's Name],

We are pleased to invite you to be a guest speaker at our upcoming event, [Event Name], scheduled for [Event Date] at [Event Venue] in [City]. The event will commence at [Start Time] and conclude at [End Time].

We are looking forward to your insights on [Topic/Theme], as your expertise in [Relevant Field/Background] would greatly benefit our audience.

This event aims to [Purpose of the Event], and we believe your participation would add immense value.

Please let us know at your earliest convenience if you are available to join us. We hope to provide you with an honorarium of [Honorarium Amount], along with travel and accommodation arrangements, if necessary.

Thank you for considering our invitation. We look forward to your positive response.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]