

[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],

I hope this message finds you well. I wanted to follow up on my previous invitation regarding the opportunity for you to be a guest speaker at [Event Name] on [Event Date].

Your expertise in [Specific Topic] would greatly enrich our discussions, and we believe your insights would inspire our audience. We are eager to hear your thoughts on [Specific Themes or Issues].

If you require any additional information or have questions about the event, please feel free to reach out. We are very much looking forward to the possibility of your participation.

Thank you for considering our invitation.

Best regards,

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