

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

Dear [Guest Speaker's Name],

I hope this letter finds you well.

On behalf of [Your Organization], I would like to formally invite you to be a guest speaker at our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. The theme of this year's event is [Event Theme], and we believe your expertise in [Guest Speaker's Area of Expertise] would greatly enrich the experience for our attendees.

We would be honored if you could present on [Specific Topic] during [Time/Duration of Presentation]. Your insights and experiences would provide valuable knowledge to our audience, which consists of [Describe the Audience].

We will cover all travel and accommodation expenses, and we can provide a honorarium for your time. Please let us know if you would be available to join us for this event.

Thank you for considering our invitation. We are looking forward to the possibility of having you as a speaker and hope to hear from you soon.

Warm regards,

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