

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Speaker's Name]
[Guest Speaker's Position]
[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 hosting [Event Name] on [Event Date] at [Event Location], and I would like to formally invite you to participate as a guest speaker.

The event aims to [brief description of the event's purpose and audience], and we believe that your expertise in [Guest Speaker's area of expertise] would provide invaluable insights to our attendees. We are excited about the possibility of you sharing your knowledge and experiences on [specific topics you would like the guest speaker to address].

Should you accept our invitation, we would be pleased to cover all travel expenses and offer an honorarium of [amount, if applicable]. The event will take place from [start time] to [end time], and you would be allotted [duration] for your presentation, followed by a Q&A session. Please let us know your availability for this event by [response deadline]. We sincerely hope you can join us to contribute to what promises to be an inspiring and informative gathering.

Thank you for considering this opportunity. We are looking forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]