

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Guest Speaker's Name]
[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 title/position] at [Your Organization/School]. We are thrilled to be hosting [event or occasion] on [event date] and would be honored to have you as our guest speaker.

Your expertise in [specific field or topic] and your passion for [related theme] align perfectly with what we aim to share with our audience. We believe your insights could provide immense value and inspire our attendees.

The event will be held at [location] and is expected to gather [number of attendees or type of audience]. We would love for you to speak for about [duration] and engage in a Q&A session afterward.

Please let me know if you would be available to join us, and feel free to ask any questions you may have. We truly hope to hear from you soon!

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Your Phone Number]