

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

Dear [Speaker's Name],

I hope this message finds you well.

We are pleased to invite you to be a guest speaker at [Event Name] scheduled for [Date] at [Location]. The theme of the event is [Theme/Topic], and we believe your expertise in [Specific Area] will greatly enrich our audience's experience.

The event will commence at [Start Time] and conclude at [End Time]. We would be honored if you could deliver a keynote speech on [Specific Topic/Title], followed by a Q&A session.

Please let us know your availability for this event. We are eager to make the necessary arrangements to accommodate your participation.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to [Event Name].

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]