

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Speaker's Name]
[Guest Speaker's Title/Position]
[Guest Speaker's Organization]
[Organization 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 excited to announce our upcoming event, [Event Name], scheduled for [Date] at [Location]. The theme of this year's event is [Theme], and we believe your expertise in [Specific Topic/Field] would greatly enrich the experience for our attendees.

We would be honored if you could join us as a guest speaker. Your work on [Specific Contributions or Achievements] has inspired many, and we believe your insights would provide significant value. We anticipate an audience of [Expected Audience Size/Type], all eager to learn from your experiences and perspectives.

The event details are as follows:

- Date: [Date]
- Time: [Start Time] to [End Time]
- Location: [Venue Name, Address]
- Estimated Duration of Talk: [Time Duration, e.g., 30 minutes]

We would be delighted to cover all travel and accommodation expenses associated with your visit. Additionally, we would love to host you for a dinner on [Day/Date] with key attendees after the event.

Please let us know your availability, as we would be thrilled to collaborate with you. I look forward to your positive response and hope to welcome you to [Event Name].

Warmest regards,

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