

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to extend a warm invitation to you as a guest speaker at [Event Name], which will take place on [Date] at [Location]. This event aims to [briefly explain the purpose of the event and its significance]. Given your expertise in [Recipient's area of expertise], we would be honored to have you share your insights on [specific topic or theme you would like them to address]. Your participation would greatly enrich our event and benefit all attendees.

The event is scheduled to begin at [Start Time] and will conclude at [End Time]. We would be happy to accommodate your schedule and any specific requirements you may have.

Please let us know at your earliest convenience if you would be able to join us. We would greatly appreciate your contribution and are looking forward to the possibility of having you with us.

Thank you for considering our invitation.

Warm regards,

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