

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

Dear [Guest Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/Institution]. We are planning an upcoming event on [Event Date] focused on [Event Topic], and we would be honored to have you as our guest speaker.

Your work in [relevant field/area of expertise] has greatly inspired many, and we believe that your insights would greatly benefit our audience of [describe audience, e.g., students, professionals, community members]. We would love for you to share your experiences and knowledge on [specific topic or theme you would like them to speak about].

The event will take place at [Location] from [Start Time] to [End Time]. We would be happy to cover travel expenses and provide an honorarium of [amount, if any].

Please let us know if you would be available for this opportunity. We would be thrilled to discuss any details further and accommodate any specific needs you may have.

Thank you for considering our invitation. We look forward to the possibility of welcoming you as our guest speaker.

Warm regards,

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