

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

Dear [Guest Speaker's Name],

I hope this letter finds you well. It is with great enthusiasm that I extend an invitation for you to be a guest speaker at [event name], scheduled for [date] at [location]. The theme of this year's event is [event theme], and we believe your expertise in [guest speaker's area of expertise] would provide invaluable insights to our audience.

Your impressive background in [briefly mention guest speaker's credentials, experience, or notable achievements] aligns perfectly with the goals of our event. We anticipate that your presentation will not only enlighten our attendees but also inspire them to [desired outcome from the event].

We would be honored to have you join us for this occasion and share your knowledge with our community. Please let us know your availability, and feel free to ask any questions or express any requirements you may have. Thank you for considering our invitation. We look forward to the possibility of welcoming you as our esteemed guest speaker.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Organization]