

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

Dear [Guest Speaker's Name],

I hope this message finds you well. We are pleased to invite you to deliver a guest lecture at [Event/Course Name] on [Date] at [Location]. In order to ensure a successful and engaging lecture, we would like to outline some requirements and expectations.

1. ****Topic****: Please provide us with the main topic you wish to discuss, along with a brief overview or outline of your presentation.
2. ****Duration****: The lecture is expected to last approximately [length of time] minutes, followed by a [length of time] minute Q&A session.
3. ****Audience****: Your audience will primarily consist of [describe audience - e.g., undergraduate students, graduate students, faculty, etc.], which we believe will benefit greatly from your insights.
4. ****Technical Requirements****: Please let us know of any specific technical needs you may have, such as AV equipment, presentation software, or materials for handouts.
5. ****Travel and Accommodations****: If applicable, please provide us with your travel and accommodation preferences so we can assist with arrangements.
6. ****Compensation****: Let us know your fee for this engagement and any additional expenses.

We are excited about the possibility of you joining us and contributing to the academic experience of our students. Please confirm your interest and availability by [RSVP Date].

Thank you, and we look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position]
[Your Institution]