

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

Dear [Guest Speaker's Name],

I hope this message finds you well. I am writing to invite you to conduct a guest lecture session at [Your Institution/Organization] on [Proposed Date(s)] from [Proposed Time]. We believe that your expertise in [Speaker's Area of Expertise] would greatly benefit our students and faculty.

The session will focus on [Topic of Lecture], and we are open to any specific areas you would like to highlight. Additionally, we can accommodate a virtual format if that is more convenient for you. Please let us know your availability for the proposed dates and time or suggest alternatives that may work better for you. We would be thrilled to have you share your insights with our community.

Thank you for considering this invitation. I look forward to your response.

Warm regards,

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