

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your 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 message finds you well. I am writing to remind you of your upcoming guest lecture scheduled for [Date] at [Time]. The lecture will take place in [Location or platform, e.g., a specific classroom or online platform].

As previously discussed, the topic will be [Topic of the Lecture], and we anticipate an engaging discussion with our audience of [Audience Type, e.g., students, faculty, etc.].

Please let us know if you need any additional information or resources prior to the lecture. We look forward to your inspiring presentation!

Thank you for your time and willingness to share your expertise with us.

Best regards,

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