

[Your Name]  
[Your Title/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to extend an invitation for you to speak at [Event Name], which will take place on [Event Date] at [Event Location].

We are excited to bring together [describe the audience, e.g., community leaders, educators, industry professionals] for this event, and we believe that your insights on [specific topic or area of expertise] would greatly benefit our attendees.

The agenda for the event includes [brief outline of the schedule, mention any key themes or topics], and we would love for you to share your perspectives during [specific time frame, e.g., a keynote address, panel discussion, etc.].

Please let us know if you are available and willing to join us. We would be happy to discuss any arrangements or support you might need.

Thank you for considering this opportunity. I look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]  
[Your Title/Organization]