

Invitation Letter for Academic Guest Speaker with Honorarium

Date: [Insert Date]

Dear Dr./Prof. [Speaker's Full Name],

On behalf of [Institution/Department Name], I am pleased to extend an invitation to you to serve as a guest speaker at our upcoming [Event Name, e.g., Annual Research Symposium], scheduled to take place on [Date(s)] at [Event Location/Platform].

Your outstanding contributions and expertise in [Speaker's Area of Expertise/Field] are highly respected, and we believe your participation will greatly enrich our event and inspire our attendees. Specifically, we would be honored if you could present on [Suggested Topic/Area] and share your insights with our academic community.

The event will be attended by [brief audience description, e.g., faculty members, students, and industry professionals], and we anticipate your lecture/presentation will foster meaningful discussions and learning opportunities.

As a token of our appreciation for your valuable time and commitment, we are pleased to offer you an honorarium of [Honorarium Amount and Currency, e.g., \$500], along with reimbursement for travel and accommodation expenses as per our institutional policies.

Should you require any specific audio/visual equipment, materials, or logistical support, please let us know, and we will be happy to make the necessary arrangements to ensure your participation is as comfortable and productive as possible.

Kindly confirm your availability at your earliest convenience, and do not hesitate to contact me at [Your Email Address/Phone Number] if you have any questions or require further details.

We look forward to your positive response and to welcoming you to [Institution/Department/Organization].

Sincerely,

[Your Name]

[Your Position/Title]

[Department/Organization Name]

[Contact Information]