

[Your Organization's Letterhead]

[Date]

[Guest Speaker's Name]
[Title/Position]
[Institution/Organization]
[Email Address]

Dear [Dr./Prof./Mr./Ms.] [Last Name],

On behalf of [Organization/Department Name] at [Your Institution/Company], I am delighted to invite you to serve as a virtual guest speaker for our upcoming [event/webinar/lecture series], titled “[Event Name],” scheduled for [Date], at [Time, including time zone], to be conducted via [Virtual Platform, e.g., Zoom, Microsoft Teams].

As an esteemed expert in [briefly specify speaker's area of expertise], your insights on [short description of topic] will offer invaluable perspectives to our participants, which include [target audience, e.g., students, faculty, industry professionals]. We would be honored if you could deliver a [length of session, e.g., 45-minute] presentation, followed by a Q&A session.

In appreciation of your contribution, we are pleased to offer an honorarium of [amount and currency], which will be processed electronically upon completion of your session. Once we receive your acceptance, we will send further instructions regarding the online payment arrangements and any necessary forms. We aim to ensure that the honorarium is transferred securely and efficiently, in accordance with [institution/company] policy.

Should you accept this invitation, we kindly request confirmation of your availability by [RSVP deadline], as well as any technical or logistical requirements you may have. We are happy to provide any additional information or support needed to ensure a smooth and successful virtual experience.

Thank you very much for considering our invitation. We sincerely hope you will join us and share your expertise with our community. Please feel free to contact me directly at [Your Email] or [Your Phone Number] with any questions.

We look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization/Department]
[Institution/Company Name]
[Contact Information]