

[Your Name]  
[Your Title/Role]  
[School/Institution Name]  
[School Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Guest Speaker's Name]  
[Speaker's Title/Position]  
[Organization/Company/Institution Name]  
[Address]  
[City, State, ZIP Code]

Dear [Guest Speaker's Name],

On behalf of [School/Institution Name], it is my distinct honor to extend a formal invitation to you to serve as the guest speaker at our upcoming graduation ceremony, scheduled for [Date] at [Time]. The event will be held at [Venue/Location].

We believe your exemplary achievements and unique insights will inspire and motivate our graduating class as they embark on the next chapter of their lives. Your presence will greatly enrich this special occasion and help celebrate the hard work, dedication, and accomplishments of our students.

The ceremony is expected to host students, faculty, families, and community leaders, and your words would serve as a beacon of inspiration. Should you accept our invitation, we would be delighted to discuss any requirements or preferences you may have regarding the event and strive to make your experience as pleasant and memorable as possible.

We sincerely hope you will be able to join us in marking this important milestone, and we look forward to the possibility of welcoming you as our esteemed guest. Please let us know your decision by [RSVP Deadline], and feel free to contact me with any inquiries.

Thank you for considering this invitation. We hope to celebrate this momentous occasion together.

With warm regards,

[Your Name]  
[Your Title/Role]  
[School/Institution Name]