

Date: [Insert Date]

[Speaker's Name]

[Speaker's Professional Title and Affiliation]

[Address or Email Address]

Dear [Speaker's Name],

On behalf of [Organization/Department Name], it is my pleasure to invite you as an esteemed guest speaker for our upcoming workshop titled **“[Workshop Title]”**, scheduled for [Date] at [Venue/Online Platform].

The purpose of this workshop is to [briefly state the objective, such as “provide our participants with critical insights into [topic/field] and promote professional development and knowledge sharing”]. Given your renowned expertise in [Speaker's Area of Expertise], we believe your contribution would be invaluable to our participants.

We kindly request you to deliver a session on **[Proposed Topic/Session Title]**. Your talk is expected to cover [brief description of key discussion points or goals for the session]. The session will last approximately [duration], followed by a Q&A segment.

As a token of our appreciation for your time and effort, we are pleased to offer you an honorarium of [Honorarium Amount and Currency]. In addition, we will cover [details about travel, accommodation, or other reimbursements, if applicable]. Further logistical details and an official agenda will be shared closer to the event date.

We hope you will consider this invitation favorably and kindly request your confirmation by [RSVP Deadline]. Should you require any additional information, please feel free to contact me directly at [Your Email] or [Your Phone Number].

Thank you for considering our invitation. We look forward to your positive response and to the opportunity of learning from your experience.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]