

Date: [Insert Date]

To,  
[Guest Speaker's Name]  
[Title/Position, if applicable]  
[Organization/Institution, if applicable]  
[Email Address]

Subject: Invitation to be a Guest Speaker at Our Virtual Workshop

Dear [Guest Speaker's Name],

On behalf of [Organization/Department Name], I am pleased to invite you as a distinguished guest speaker for our upcoming virtual workshop titled "**[Workshop Title]**", scheduled to be held on [Event Date] from [Start Time] to [End Time] via [Virtual Platform, e.g., Zoom, Microsoft Teams].

The main objective of this workshop is to [briefly state the purpose, e.g., enhance participants' understanding of a particular topic or develop specific skills]. Given your expertise in [relevant field or specialization], we believe your valuable insights and experience will greatly contribute to the success and impact of our event.

We kindly request you to share your knowledge on [specific topic or theme you want the speaker to address], followed by a Q&A session with the participants.

Please find below the event details for your reference:

- **Event:** [Workshop Title]
- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time] [Time Zone]
- **Platform:** [Virtual Platform]
- **Session Topic:** [Proposed Topic]

We sincerely hope that you will honor us with your presence as a guest speaker. Kindly confirm your availability at your earliest convenience by replying to this email or contacting us at [Contact Email/Phone Number]. Upon confirmation, we will provide additional information regarding the workshop program and technical logistics.

Thank you for considering our invitation. We look forward to your positive response and are excited about the opportunity to collaborate with you.

Best regards,  
[Your Name]  
[Your Position/Title]  
[Organization Name]  
[Contact Information]