

Date: [Insert Date]

[Guest Speaker's Name]
[Guest Speaker's Title/Position]
[Organization/Institution]
[Address Line 1]
[Address Line 2]

Dear [Guest Speaker's Name],

On behalf of [Name of Institution/School/University], it is my distinct honor to formally invite you as our esteemed guest speaker for the upcoming graduation ceremony of the Class of [Year]. The event is scheduled to take place on [Date], at [Time], at [Venue/Location].

We believe that your remarkable achievements and vast experience in [Field/Profession/Industry] would be a tremendous source of inspiration to our graduating students. Your presence and insights will undoubtedly make this milestone event even more memorable, encouraging our graduates to embark on their new journeys with confidence and purpose.

The program will include an address by you to the graduating cohort, where you may share your journey, challenges, and words of wisdom. We truly hope you will be able to accept our invitation and contribute to this significant occasion.

Should you require any further information or have specific requirements, please feel free to contact me at [Contact Information] or email [Email Address]. We would be delighted to provide any assistance and accommodate your schedule as best as we can.

Thank you very much for considering our invitation. We greatly appreciate your time and look forward to the possibility of welcoming you at our graduation ceremony.

Sincerely,

[Your Name]
[Your Title/Position]
[Institution Name]
[Contact Information]