

This example invitation letter for a conference guest speaker with **honorarium** is designed to formally invite a distinguished expert to participate as a keynote or panel speaker. The letter outlines the conference details, the speaker's role and topics, the honorarium offered as a token of appreciation for their time and expertise, as well as logistical support including travel and accommodation arrangements. Its purpose is to provide a clear, professional, and respectful invitation to secure the participation of a qualified speaker and enhance the conference's success.

[Date]

[Speaker's Full Name]

[Speaker's Position/Title]

[Speaker's Organization/Institution]

[Address]

[City, State, Zip Code]

[Email Address]

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

On behalf of the organizing committee, it is my pleasure to invite you to serve as a distinguished guest speaker at the **[Conference Name]**, which will be held on **[Conference Dates]** at **[Venue/Location]**.

The theme of this year's conference is **[Conference Theme]**. As a recognized leader in the field of **[Speaker's Area of Expertise]**, your insights and expertise would greatly enrich our program. We would be honored if you could deliver a keynote address/panel presentation on the topic of **[Proposed Topic or Area]**.

In recognition of your valuable contribution, we are pleased to offer you an honorarium of **[Honorarium Amount and Currency]**. Additionally, we will cover all reasonable travel expenses, accommodation, and meals during your stay for the conference. Our logistics team will be happy to assist with the arrangements to ensure a comfortable experience.

Please let us know at your earliest convenience if you are able to accept this invitation. Should you require any further details or assistance, feel free to contact me at **[Your Email]** or **[Your Phone Number]**.

We look forward to your favorable reply and sincerely hope you can join us in making **[Conference Name]** a resounding success.

Warm regards,

[Your Full Name]

[Your Position/Role]

[Organization/Institution Name]

[Contact Information]