

[Your Organization's Letterhead]

[Date]

[Guest Speaker's Name]

[Guest Speaker's Title/Job Position]

[Institution/Organization]

[Address Line 1]

[Address Line 2]

Dear [Guest Speaker's Name],

On behalf of [Your Organization/Institution], we are delighted to invite you to serve as a guest speaker at our [Event Name], which will be held on [Event Date] at [Event Venue/Location].

[Briefly describe the event, its audience, and its objectives, e.g.: The [Event Name] is an annual symposium attended by students, faculty, and industry professionals, aimed at exploring innovations and trends in [Field/Topic].]

We would be honored if you could deliver a [keynote address / lecture / panel session] on the topic of [proposed topic or general area]. Your insights and experience in [relevant field/expertise] would greatly contribute to the depth and scope of our program.

As a token of our appreciation for your valuable time and expertise, we are pleased to offer an honorarium of [specify amount] for your participation. In addition, we will cover [travel expenses, accommodation, and/or any other relevant arrangements, if applicable].

If you are available and willing to accept this invitation, please let us know by [confirmation date], so we may proceed with the event arrangements accordingly. Should you require any further information or have specific requirements, feel free to contact us at [email address] or [phone number].

We hope you will be able to join us and look forward to your positive response.

Yours sincerely,

[Your Name]

[Your Position/Title]

[Organization Name]

[Contact Information]