

Sample Invitation Letter for Guest Speaker for Virtual Event

Date: [Insert Date]

Dear [Guest Speaker's Name],

I hope this message finds you well. On behalf of [Organization/Hosting Institution], it is my pleasure to cordially invite you to be a guest speaker at our upcoming virtual event, [Event Name], scheduled for [Date & Time], to be held via [Platform – e.g., Zoom, Microsoft Teams].

The theme for this event is [Event Theme/Topic], and our primary objective is to provide our audience with valuable insights and actionable knowledge on [briefly describe the event's focus or purpose]. We believe your expertise in [mention relevant field or area of knowledge] would greatly enrich the discussion and inspire our participants.

As a guest speaker, we would ask you to deliver a [duration, e.g., 30-minute] presentation on [proposed topic], followed by a Q&A session with the attendees. Should you have a different topic in mind, please let us know—we welcome your suggestions.

Here are a few logistical details for your reference:

- **Date and time:** [Event Date & Time with Time Zone]
- **Platform:** [Online Platform Details]
- **Audience:** [Describe audience – e.g., students, professionals, general public]
- **Presentation Length:** [e.g., 30 minutes plus Q&A]
- **RSVP by:** [Confirmation Deadline]

We hope you will consider this invitation to help us make this event a success. Your contribution will undoubtedly enhance the learning and experience of all our participants. If you have any questions or need further information, please do not hesitate to contact me at [Your Email Address/Phone Number].

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title]

[Organization Name]

[Contact Information]