

[Your Company Letterhead]

[Date]

[Guest Speaker's Name]
[Title/Position]
[Organization/Institution]
[Address]
[City, State, ZIP Code]

Dear [Guest Speaker's Name],

On behalf of [Company Name], I am pleased to extend this formal invitation for you to participate as a distinguished guest speaker at our upcoming event, **[Event Name]**, scheduled to take place on **[Event Date]** at **[Venue/Platform]** in **[Location]**.

The purpose of this event is to **[briefly describe the event's purpose and objectives]**. Your expertise and outstanding contributions to **[industry/field/topic]** make you an ideal candidate to share valuable insights, and we believe your participation will greatly enrich the experience for all attendees.

In recognition of your valuable time and commitment, we are pleased to offer you an honorarium of **[Honorarium Amount]** (currency). The honorarium will be paid via **[Payment Method, e.g., bank transfer, check]** within **[number]** days of your session, upon receipt of an invoice. The terms and conditions are as follows:

- **Honorarium Amount:** [Honorarium Amount] (currency), inclusive/exclusive of applicable taxes.
- **Payment Method:** [Details of payment method and timeline].
- **Additional Benefits:** [e.g., reimbursement for travel, accommodation, meals, etc. Specify limits/terms].
- **Role & Deliverables:** [e.g., keynote address, panel participation, Q&A session, etc.]
- **Other Conditions:** [e.g., submission of presentation slides by specific date, attendance at networking sessions, etc.]

Please confirm your acceptance of this invitation and the honorarium terms by replying to this letter or contacting [Contact Person's Name, Title, and Contact Information] by [RSVP deadline].

Should you require further information or assistance regarding event logistics, travel arrangements, or any other matter, please do not hesitate to let us know.

We sincerely hope you will honor us with your presence and look forward to your positive response.

Yours sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]
[Phone Number]
[Email Address]