

[Your Name]  
[Your Position]  
[Department/Organization Name]  
[University Name]  
[University Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Dr./Mr./Ms. Last Name],

On behalf of [Department/Organization Name] at [University Name], I am pleased to extend our cordial invitation to you to serve as a guest speaker at our upcoming university webinar, titled **“[Title of Webinar]”**, scheduled to take place on [Date] from [Start Time] to [End Time] via [Online Platform, e.g., Zoom, Microsoft Teams].

The primary objective of this webinar is to [briefly describe the aim/purpose of the webinar, e.g., enhance student knowledge on a specific topic, offer insights into industry best practices, etc.]. Given your esteemed expertise and significant contributions to [relevant field or industry], we believe your insights would be invaluable to our students and academic community.

As a guest speaker, we kindly request you to deliver a [duration, e.g., 30-minute] presentation on [suggested topic or theme], followed by a Q&A session to engage with participants. Your participation will not only enrich the learning experience of our attendees but also inspire our students to further explore and contribute to this field.

We would be honored by your presence and look forward to your positive response. Should you have any questions or require additional information, please feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for considering our invitation. We sincerely hope you will accept and support our academic endeavor.

Warm regards,

[Your Name]  
[Your Position]  
[Department/Organization Name]  
[University Name]