

# Conference Speaker Invitation Letter Sample for Attendance

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

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

Dear [Speaker's Name],

On behalf of **[Organization Name]**, it is my honor to invite you as a distinguished speaker at our upcoming **[Conference Name]**, which will be held on **[Date]** at **[Venue/Location]**.

The conference theme, **“[Theme/Focus of the Conference]”**, aims to bring together leading experts, professionals, and scholars to exchange ideas and share insights on the latest developments in the field. We believe that your expertise in **[Relevant Field/Topic]** would greatly enrich our program and inspire the attendees.

Your participation is highly valued, and we would be delighted if you could deliver a keynote address or lead a session on **[Specific Topic or Area]**. The conference will also offer excellent opportunities for networking, knowledge sharing, and professional recognition among peers and thought leaders.

Please find attached the agenda and further details about the event. We sincerely hope you will accept this invitation and contribute to the success of our conference. Kindly confirm your attendance at your earliest convenience, or let us know if you have any questions or requirements.

Thank you for considering our invitation. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Organization Name]