

Invitation Letter Sample for Guest Speaker Workshop Participation

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

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

Dear [Speaker's Name],

On behalf of [Organization Name], I am pleased to extend our formal invitation to you as a distinguished guest speaker at our upcoming workshop, "**[Title of Workshop]**", scheduled to take place on [Date] at [Venue/Platform].

The purpose of this workshop is to [briefly describe the goals/purpose, e.g., foster collaboration on emerging industry trends, share best practices, or build professional capacity]. Your expertise in [specific area/expertise] has made a significant impact in the field, and we believe your participation will greatly enrich the experience for all attendees.

We would greatly appreciate your insights on [briefly indicate desired topic or area of presentation]. The workshop is expected to gather participants from [describe audience – professionals, academics, students, etc.], and your perspective will be invaluable in encouraging meaningful dialogue and learning.

Kindly let us know your availability for this event at your earliest convenience. Should you have any questions or require further information, please feel free to contact me directly at [phone number/email address].

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

Thank you for considering our invitation.

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