

Official Invitation Letter for Guest Speaker - Conference Sample

Date: [Insert Date]

To,
[Dr./Mr./Ms. Full Name]
[Title/Designation]
[Organization/Institution]
[Address Line 1]
[Address Line 2]

Subject: **Invitation to be a Guest Speaker at [Conference Name]**

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

On behalf of the organizing committee of **[Conference Name]**, scheduled to be held on **[Date]** at **[Venue]**, it is our great pleasure to invite you as an esteemed guest speaker for our conference.

This year's theme, "Theme/Topic of Conference", aims to bring together leading minds and practitioners in the field of **[Field/Area]** to share insights, research, and best practices. With your renowned expertise and valuable contributions in **[Speaker's Area of Expertise]**, we believe your presence and insights would greatly benefit our participants and enrich our event.

The details of your proposed session are as follows:

Title of Talk: [Proposed Title or "To Be Decided"]
Date & Time: [Session Date & Time]
Duration: [Duration, e.g., 45 minutes]
Audience: [Audience profile, e.g., academics, professionals, students]

We will be pleased to provide you with:

- Honorarium: [if applicable]
- Travel and accommodation arrangements
- Any additional resources you may require

Kindly confirm your acceptance of this invitation by **[RSVP Date]**. Please feel free to let us know if you have any specific requirements or queries regarding your participation. We look forward to your positive response and sincerely hope you will be able to join us for this special event.

Thank you very much for considering our invitation.

With warm regards,

[Your Name]
[Your Position]
[Organization/Committee Name]
[Contact Email & Phone Number]
[Conference Website, if any]