

Subject: Invitation to be a Guest Speaker at Our Upcoming Webinar

Dear [Guest Speaker's Name],

I hope this message finds you well. On behalf of [Organization/Team Name], I am pleased to invite you to participate as a guest speaker in our upcoming webinar, [Webinar Title], scheduled to take place on [Date] at [Time, Time Zone] via [Online Platform].

The webinar aims to [briefly state the purpose of the event, e.g., "explore the latest trends in online education"]. Given your expertise in [guest speaker's area of expertise, e.g., "digital learning and instructional design"] and your outstanding contributions to the field, we believe your insights would be invaluable to our audience.

As a speaker, we would greatly appreciate it if you could deliver a talk on [suggested topic or area] for approximately [duration, e.g., "30 minutes"], followed by a Q&A session. We are confident that your participation will greatly enhance the learning experience for all attendees.

Please kindly let us know by [RSVP date] if you are available to join us. Should you accept our invitation, we will provide you with additional details regarding the event agenda, platform access, and technical requirements.

Thank you for considering our invitation. We truly hope you will be able to join us and look forward to your positive response.

Warm regards,

[Your Name]

[Your Position/Role]

[Organization Name]

[Contact Information]