

Sample University Invitation Letter for Guest Speaker (with Honorarium)

[University Letterhead]
[Department/Faculty Name]
[University Name]
[University Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

Subject: Invitation to Serve as Guest Speaker at [Event Name]

Dear [Dr./Prof./Mr./Ms.] [Speaker's Name],

On behalf of the [Department/Faculty Name] at [University Name], it is my great pleasure to invite you to deliver a guest lecture as part of our upcoming [Event Name/Series], scheduled to take place on [Event Date] at [Venue/Location], from [Start Time] to [End Time].

The central theme of our event is **“[Event Theme/Topic]”**, and we believe your expertise in [Field/Area of Expertise] would greatly enrich our program and provide significant value to our students and faculty. We kindly request your presence as a guest speaker to share your insights on [Proposed Topic or Subject] and interact with our academic community.

In appreciation of your valuable contribution, the university would like to offer you an honorarium of **[Honorarium Amount]**. Additionally, we will be pleased to cover your travel and accommodation expenses in accordance with our university's policy, should you require such arrangements.

Please let us know your availability for the event at your earliest convenience. Should you need any further information or have specific requirements, do not hesitate to contact me directly at [Contact Information].

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

With warm regards,

[Your Name]
[Your Title/Position]
[Department/Faculty Name]
[University Name]
[Email Address]
[Phone Number]