

Invitation Letter Template: Guest Speaker with Honorarium Offer

[Your Organization's Letterhead or Name]

[Street Address]

[City, State, ZIP Code]

[Email Address] | [Phone Number]

[Date]

[Guest Speaker's Name]

[Their Title/Position]

[Their Organization/Institution]

[City, State, ZIP Code]

Dear [Guest Speaker's Name],

On behalf of [Your Organization/Event Name], I am pleased to invite you as a distinguished guest speaker for our upcoming [event type, e.g., conference/seminar/workshop] entitled " [Event Title] ". The event is scheduled to take place on [date] at [venue/location], from [start time] to [end time].

Your expertise in [mention relevant field or topic] is highly regarded, and we believe your perspectives will provide significant value to our audience of [describe audience, e.g., professionals, students, etc.]. We would be honored if you could present on [suggested topic or subject area] and engage with attendees during the Q&A session.

In appreciation of your time and efforts, we are pleased to offer you an honorarium of [honorarium amount]. Additionally, [Your Organization] will gladly cover all reasonable travel and accommodation expenses incurred for your participation.

Should you accept our invitation, our team will coordinate any necessary logistics and support to ensure a smooth and comfortable experience.

Please let us know your availability for this event at your earliest convenience. For further information or to discuss details, feel free to contact me at [your email] or [your phone number].

We sincerely hope you will accept this invitation, and we look forward to your positive response.

Warm regards,

[Your Name]

[Your Position/Role]

[Your Organization Name]