

# 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 "â€œ[Event Title]â€. 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]