

**[Your Organization Name]**

[Organization Address]  
[City, State, Zip Code]  
[Email Address] | [Phone Number]  
[Date]

**To:**

[Guest Speaker's Name]  
[Guest Speaker's Title/Position]  
[Organization/Institution Name]  
[Address]

Dear [Guest Speaker's Name],

On behalf of **[Your Organization Name]**, it is our great pleasure to invite you as a distinguished guest speaker at our upcoming seminar titled **“[Seminar Title]”**, scheduled to take place on **[Date]** at **[Venue/Location]**.

We greatly value your expertise in **[relevant field or area]** and firmly believe that your insights will significantly enrich the learning experience for all attendees. Your contribution will help foster knowledge exchange and inspire a deeper understanding of the seminar's key topics within our community.

Please find below the agenda for the seminar for your reference:

Time	Activity	Speaker
09:00 AM - 09:30 AM	Registration & Welcome Coffee	-
09:30 AM - 09:45 AM	Opening Remarks	[Host Name/Title]
09:45 AM - 10:30 AM	Keynote Address: <i>[Your Topic Title]</i>	[Guest Speaker's Name]
10:30 AM - 11:00 AM	Q & A Session	[Guest Speaker's Name]
11:00 AM - 11:15 AM	Coffee Break	-
11:15 AM - 12:00 PM	Panel Discussion: <i>[Panel Topic]</i>	[Panelists Names]
12:00 PM - 12:15 PM	Closing Remarks	[Host Name/Title]
12:15 PM onwards	Networking Lunch	-

We sincerely hope you will accept our invitation and look forward to your favorable response. Should you require additional information regarding the seminar or your participation, please do not hesitate to contact us at [Your Email Address] or [Your Phone Number].

Thank you for considering our invitation. We are excited about the possibility of welcoming you as our guest speaker and look forward to a positive reply.

Sincerely,

[Your Name]  
[Your Title/Role]  
[Your Organization Name]