

Professional Invitation Letter for Guest Speaker (Sample)

[Your Organization's Letterhead]

Date: [Insert Date]
To: [Guest Speaker's Name]
Title/Position: [Guest Speaker's Title/Position]
Organization: [Guest Speaker's Organization]
Address: [Organization Address]

Dear [Dr./Mr./Ms.] [Surname],

On behalf of [Your Organization/Department/Event Committee], it is our great pleasure to formally invite you to be our esteemed guest speaker at the upcoming **[Name of Event]** scheduled for **[Date]** at **[Venue]**, from **[Start Time]** to **[End Time]**.

The theme of this year's event is **“[Theme/Topic of Event]”**, and your extensive expertise in **[Speaker's Field/Specialization]** would be invaluable to our attendees. We are confident that your insights on **[Relevant Topic or Experience]** will greatly enrich our program and inspire meaningful discussions.

Please find below the preliminary agenda for your reference:

Time	Session	Description
09:00 AM – 09:30 AM	Registration & Welcome Coffee	Guest arrival and networking session
09:30 AM – 09:45 AM	Opening Remarks	Welcome address by [Host/Organizer]
09:45 AM – 10:30 AM	Keynote Address <i>(Guest Speaker)</i>	[Guest Speaker's presentation topic]
10:30 AM – 11:00 AM	Panel Discussion	Interactive session with other panelists
11:00 AM – 11:15 AM	Q&A Session	Audience questions and answers
11:15 AM – 11:30 AM	Closing Remarks	Summary and presentation of tokens of appreciation

We would be honored if you could accept our invitation. Please let us know your availability and any requirements you may have regarding travel, accommodation, or technical support for your session. Should you require any additional information, feel free to contact me directly at [\[Your Email\]](#) or [Your Phone Number].

We look forward to your favorable response and to welcoming you to **[Name of Event]**.

Sincerely,
[Your Name]
[Your Title/Role]
[Your Organization]
[Your Contact Information]