

Date: [Insert Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization/Institution]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [University/Department Name], I am delighted to invite you to serve as a distinguished guest speaker at our upcoming [Conference/Seminar/Workshop], entitled "[Event Title]", scheduled to take place on [Event Date(s)] at [Event Venue/Location].

The event aims to [briefly describe event purpose, e.g., foster meaningful dialogue on current trends in your field, share innovative research findings, and inspire participants]. Given your expertise and contributions to [specific field or area], we believe your insights would greatly enrich our program and benefit our students, faculty, and fellow participants.

As our honored guest, we kindly request your participation in the following capacity:

- Delivering a keynote address on [Suggested Topic or General Theme]
- Participating in a panel discussion or interactive Q&A session (optional/flexible)
- Engaging with attendees during networking sessions (optional)

**Proposed Schedule:**

[Brief outline of the timing and speaker commitments, e.g., keynote speech at 10:00 AM, panel at 1:30 PM, networking lunch at 12:00 PM, etc.]

In recognition of your valuable time and expertise, we are pleased to offer an honorarium of [Honorarium Amount] for your participation. Additionally, we will provide [details of travel, accommodation, and other support, if applicable].

Please let us know at your earliest convenience if you are available to accept this invitation. Should you require any further details or accommodations, do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

We sincerely hope you will consider joining us for this special event, and we look forward to your positive response.

Warm regards,

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