

[Your Organization's Letterhead or Logo]

[Date]

[Guest Speaker's Name]

[Guest Speaker's Title/Position]

[Organization/Institution]

[Address Line 1]

[Address Line 2]

Dear [Dr./Mr./Ms. Last Name],

On behalf of [Your Organization/Department], it is my great pleasure to formally invite you to serve as a guest speaker at our upcoming event, **[Event Title]**, which will take place on **[Event Date]** at **[Event Location]** from **[Start Time]** to **[End Time]**.

The primary objective of our event is to [briefly describe the purpose and significance of the event, e.g., foster discussion on emerging trends in your field, provide inspiration to our attendees, etc.]. Your expertise in [briefly mention speaker's area of expertise or achievements] makes you an ideal guest, and we believe your participation would greatly enrich the program and inspire our audience.

In appreciation of your valuable contribution, we are pleased to offer you an honorarium of **[Honorary Amount]**. This honorarium serves as a token of our gratitude for your time and expertise. Additionally, we will cover all necessary travel and accommodation expenses, arranged at your convenience.

We are happy to coordinate with you regarding your preferred travel arrangements and accommodation requirements. Details pertaining to the payment of the honorarium as well as reimbursement procedures for travel and lodging will be communicated upon your acceptance.

Please let us know your availability by **[RSVP Date]**. Should you require any further information or have specific requirements, do not hesitate to contact me directly at **[Your Email Address]** or **[Your Phone Number]**.

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

With warm regards,

[Your Name]

[Your Position/Title]

[Your Organization]

[Phone Number]

[Email Address]