

## Professional Chief Guest Email Invitation

Subject: Request to Attend as Chief Guest at Our Conference

Dear [Name],

On behalf of [organization/institution name], I am delighted to invite you to serve as the Chief Guest for our upcoming conference on [topic], which will take place on [date] at [venue].

Your expertise and leadership in [relevant field] make you the ideal person to inspire our attendees and set the tone for the event. We would be honored if you could deliver the keynote address and share your insights with our participants.

Please let us know your availability so we may finalize the program accordingly. We look forward to your positive response.

Sincerely,

[Your Name]

[Designation]

[Contact Information]

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