

Provisional Invitation Letter for Guest Speaker

Subject: Invitation to Speak at the Conference on [Topic]

Dear [Recipient's Name],

On behalf of [Organization Name], I am writing to extend a provisional invitation for you to participate as a guest speaker at our upcoming conference on [Conference Theme], scheduled for [Date] at [Venue].

We are currently finalizing the event program, and we believe your expertise in [field] aligns perfectly with the focus of this conference. We would be honored if you could deliver a keynote session on " [Suggested Topic] ".

Please note that this invitation is provisional, pending the confirmation of our final agenda. We will share more details regarding session timing, travel arrangements, and accommodations once finalized.

Kindly let us know your interest and availability by [Date].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/invitation-letter-for-conference>