

Official guest lecture invitation

Subject: Invitation to Deliver Guest Lecture at [Institution Name]

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

We are pleased to invite you to deliver a guest lecture at [Institution Name] on [Date] at [Time]. Your expertise in [Subject/Field] will be invaluable to our students and faculty.

The lecture is scheduled for [Duration] and will take place at [Venue]. We would be honored if you could also participate in a brief Q&A session afterward.

Please confirm your availability at your earliest convenience. We look forward to your affirmative response and a memorable lecture session.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

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