

Preliminary invitation pending confirmation

Subject: Provisional Invitation for Guest Lecture

Dear [Name],

We would like to provisionally invite you to deliver a guest lecture on [Topic] at [Institution Name] on [Proposed Date]. The schedule is tentative and can be adjusted based on your availability.

Kindly confirm your interest so that we can finalize the arrangements.

Thank you for considering our invitation.

Best regards,

[Your Name]

[Position]

[Institution Name]

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