

Formal Invitation Letter for Guest Speaker

Dear [Speaker's Name],

On behalf of [Organization/Institution Name], I am pleased to formally invite you to be a guest speaker at our upcoming event, [Event Name], scheduled for [Date] at [Venue/Location].

We would be honored to have you share your insights on [Topic/Field], as your expertise and experience would greatly benefit our audience. The event will include [brief description of audience, e.g., students, professionals, community members].

Please let us know your availability and any specific requirements you may have. We look forward to your positive response.

Sincerely,

[Your Name]

[Position]

[Organization]

[Contact Information]

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