

Workshop Guest Speaker Invitation Letter

Dear [Speaker's Name],

We are excited to invite you as a guest speaker for our upcoming workshop, [Workshop Name], on [Date] at [Venue]. Your knowledge in [Field/Topic] would provide our participants with exceptional guidance and insight.

The workshop will include [brief description of sessions or attendees]. We would be happy to cover any travel or accommodation requirements you may have.

Kindly confirm your availability at your earliest convenience.

Sincerely,

[Your Name]

[Position]

[Organization]

[Contact Information]

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