

[Your Name]

[Your Position]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Expert's Name]

[Expert's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Expert's Name],

We are pleased to invite you to be a guest speaker at the upcoming [Forum Title] hosted by [Department/University Name] on [Date] at [Time]. This forum aims to [briefly describe the purpose of the forum, e.g., explore trends in the industry, share insights, etc.].

Your extensive experience in [specific field or topic] makes you an ideal candidate to lead a discussion on [specific topic of interest]. We believe that your participation would greatly benefit our students and the academic community.

The event will be held at [Venue/Location] and is expected to gather [number] attendees, including faculty members and students. We would be honored if you could share your expertise with us.

Please let us know your availability for this event by [RSVP deadline]. If you have any questions or require further details, feel free to contact me at [email] or [phone].

Thank you for considering our invitation. We look forward to the possibility of having you join us.

Sincerely,

[Your Name]

[Your Position]

[University Name]