

# Proposal for Guest Speaker Engagement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out on behalf of [Your University/Department Name] to extend an invitation for you to serve as a guest speaker for our upcoming [Event Name or Series] scheduled for [Event Date].

Your expertise in [Field/Topic] and your contributions to [Relevant Work/Organization] would provide invaluable insights to our students and faculty. We believe your participation would greatly enhance the learning experience and inspire future leaders in our community.

The event will be held at [Venue/Location] and we are expecting an audience of approximately [Number] attendees, including students, faculty members, and local professionals. We would be honored if you could present on [Proposed Topic], as well as participate in a Q&A session afterward.

We are happy to discuss any logistical arrangements, including honorarium, travel expenses, and accommodations, to ensure a seamless experience for you.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to [Your University] and hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your University]

[Your Contact Information]