

# Request for Guest Speaker

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization/Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally invite you to be a guest speaker at our upcoming academic event, [Event Name], which will be held on [Event Date] at [Event Location]. This event aims to [brief description of the event purpose and significance].

Your expertise in [Recipient's area of expertise] would be invaluable to our audience, and we believe that your insights would greatly enhance the discussions. We would be honored if you could share your knowledge on [specific topic or theme].

We anticipate approximately [number of attendees] attendees, including students, faculty, and industry professionals. The event will include [brief overview of event's agenda].

If you are available and interested, we would be happy to cover your travel and accommodation expenses. Please let us know if you have any specific requirements or conditions.

Thank you for considering our invitation. We hope to hear from you soon.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization/Institution]