

Follow-Up Invitation to Speak at Our Conference

Dear [Speaker's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the upcoming [Conference Name] on [Date(s)]. We would be honored to have you as one of our distinguished speakers.

As a reminder, the conference will focus on [Conference Theme/Subject], and we believe your expertise on [Specific Topic] would greatly contribute to the success of the event.

If you are available, we would love to discuss the details further and how we can accommodate you. Please let us know if you have any questions or need additional information.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to [Location]!

Warm regards,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]