

Invitation to Speak at the Alumni Reunion

Dear [Guest Speaker Name],

We are delighted to invite you to be a guest speaker at our upcoming Alumni Reunion of [University/School Name] on [Date] at [Location]. Our reunion celebrates the achievements and shared experiences of our esteemed alumni, and we believe that your presence would greatly enhance the event.

As a prominent figure in [Industry/Field], your insights and stories would inspire our attendees and foster meaningful discussions. We envision your speech to be around [Proposed Topic], and we would be honored if you could share your journey with us.

The reunion will take place from [Start Time] to [End Time], and we anticipate an attendance of [Expected Number of Attendees] alumni and guests. We would be happy to cover all reasonable travel and accommodation expenses.

Please let us know your availability for this exciting event by [RSVP Date]. We look forward to the possibility of welcoming you back to [University/School Name].

Warm regards,

[Your Name]

[Your Position]

[University/School Name]

[Contact Information]