

Letter of Request for Expert Lecture

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Department/Institution] to formally request your participation as a guest speaker for an upcoming lecture series scheduled for [specific date or timeframe]. We believe your expertise in [specific field or topic] would greatly benefit our students and faculty.

The lecture is aimed at enriching our academic community's understanding of [topic], and we would be honored to have you share your insights and experiences with us. We expect an audience of [number of participants] comprising students, faculty members, and industry professionals.

Should you accept our invitation, we would be happy to discuss logistics, including your honorarium and any travel accommodations you may require. Please let us know your availability, and we will do our best to accommodate your schedule.

Thank you for considering our request. We look forward to the possibility of welcoming you to [Your Institution].

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Institution]