

[Your Name]

[Your Position]

[Your Association]

[Association Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Speaker's Name]

[Speaker's Title]

[Speaker's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Speaker's Name],

I hope this message finds you well. On behalf of [Your Association], I am writing to invite you to be a guest speaker at our upcoming conference, [Conference Name], which will be held on [date] at [location]. Our conference theme is [conference theme], and we believe that your expertise in [specific field or topic] would greatly enhance the experience for our attendees.

The conference will gather professionals from [brief description of attendees], and we anticipate a dynamic exchange of ideas and networking opportunities. We would be honored to have you share your insights on [specific topic or subject matter].

We can provide travel expenses, accommodation, and an honorarium for your participation. Our audience would benefit immensely from hearing your perspective and experiences.

Please let us know your availability for this date, and feel free to reach out with any questions you may have. We hope to welcome you as a key speaker at our event.

Thank you for considering our invitation. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Association]