

# Formal Request for Guest Presenter

[Your Name]

[Your Position]

[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 to formally invite you as a guest presenter at our upcoming academic event, [Event Name], which will be held on [Event Date] at [Event Location]. Your expertise in [Relevant Field or Topic] would be immensely beneficial to our attendees.

We would be honored if you could present on [Specific Topic or Title], as we believe that your insights would greatly enhance the depth of discussion at the event.

Please let us know if you are available to participate. We would be happy to accommodate your schedule and any requirements you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]