

Invitation to Be a Guest Speaker

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/School/Company]. We are hosting an event on [Event Date] focused on [Event Theme], and we would be honored to have you as our motivational guest speaker.

Your experience in [Speaker's Field/Expertise] and your ability to inspire audiences make you an ideal candidate for this role. We believe your insights could greatly impact our attendees and motivate them towards [Desired Outcome].

The event will take place at [Event Venue] from [Start Time] to [End Time]. We anticipate an audience of [Number of Attendees] individuals, including [Audience Description].

We would be thrilled to cover all travel and accommodation expenses, as well as provide an honorarium for your time and effort.

Please let us know if you would be able to speak at our event. We would love to discuss this opportunity further at your earliest convenience.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]