

Invitation to Speak at Our Library Event

Date: [Insert Date]

Dear [Speaker's Name],

On behalf of [Library Name], I am thrilled to extend this invitation to you as a keynote speaker for our upcoming event scheduled on [Event Date]. Our theme this year is [Theme], and we believe your expertise in [Speaker's Area of Expertise] would greatly enrich our program.

The event will be held at [Location], starting at [Time]. We are expecting an audience of diverse library patrons, educators, and community members who are keen to learn from your insights.

Please let us know your availability for this engagement. We would be delighted to cover your travel expenses and provide an honorarium to acknowledge your contribution.

Thank you for considering our invitation. We hope to hear from you soon.

Warm regards,

[Your Name]

[Your Title]

[Library Name]

[Contact Information]