

Invitation to be a Keynote Speaker

Dear [Speaker's Name],

On behalf of [Library Name/Organization], I am pleased to extend an invitation to you to be our keynote speaker at the upcoming [Event Name] scheduled for [Event Date] at [Event Location].

The theme of this year's event is "[Event Theme]," and we believe your expertise in [Speaker's Area of Expertise] would greatly enrich the experience for our attendees.

We anticipate an audience of [Expected Number of Attendees] comprised of librarians, educators, and community members. Your presentation on [Proposed Topic] would be invaluable.

We would be delighted to cover your travel expenses, accommodation, and a speaking honorarium of [Honorarium Amount].

Please let us know your availability and if you would be interested in this opportunity by [Response Deadline]. We hope to hear from you soon.

Thank you for considering our invitation.

Sincerely,

[Your Name]
[Your Position]
[Library Name]
[Contact Information]