

Request for Guest Speaker

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Guest Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are hosting an event titled "[Event Title]" on [Event Date] at [Event Location]. The event aims to [briefly explain the purpose of the event and target audience].

We would be honored if you could join us as a guest speaker. Your expertise in [mention relevant expertise or background] would greatly enrich our program and inspire our attendees.

The event will take place from [Start Time] to [End Time], and we would appreciate it if you could speak for about [Duration of Talk] minutes, followed by a Q&A session.

We are happy to cover any travel and accommodation costs you may incur. Please let us know if you require any further details or have specific arrangements that we should consider.

Thank you for considering our request. We genuinely hope you can join us for this important occasion.

Looking forward to your positive response.

Best Regards,

[Your Name]

[Your Position]

[Your Organization]