

Invitation to be a Guest Speaker

Dear [Speaker's Name],

We hope this message finds you well. We are pleased to invite you to be a guest speaker at our upcoming community seminar titled "[Seminar Topic]" on [Date] at [Venue].

Your expertise in [Speaker's Area of Expertise] would greatly enrich the discussions and provide valuable insights to our attendees.

The seminar is scheduled to take place from [Start Time] to [End Time]. We would be honored if you could share your knowledge during a [Duration] min presentation followed by a Q&A session.

Please let us know if you are available, and feel free to reach out if you have any questions or need further details.

Thank you for considering our invitation. We look forward to the possibility of your participation.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]