

Invitation to be a Guest Speaker

Dear [Speaker's Name],

We are pleased to invite you to be a guest speaker at our upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Location]. Your expertise in [Speaker's Field/Topic] would greatly benefit our attendees.

The workshop aims to [briefly describe the purpose of the workshop]. We believe your insights and experiences would inspire and educate our participants.

Please let us know your availability for this event and any specific topics you would like to address. We would be honored to have you join us.

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

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]