

# Formal Request for Seminar Presentation

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Guest Speaker's Name]

[Their Title]

[Their Organization]

[Their Address]

[City, State, Zip Code]

**Dear [Guest Speaker's Name],**

I hope this message finds you well. I am writing to formally invite you to be a guest speaker at our upcoming seminar on [Seminar Topic], scheduled for [Date] at [Location]. Your expertise in [Relevant Field/Topic] would greatly enrich our program.

The seminar aims to bring together professionals and students from [Specify Audience] to discuss [Briefly Explain the Seminar's Purpose]. We believe that your insights and experiences would provide invaluable perspectives to our attendees.

We would be honored if you could share your knowledge with us during a presentation of approximately [Duration] minutes, followed by a Q&A session. We can accommodate your schedule and provide any necessary resources for your presentation.

Please let us know if you are available to join us for this event. We would be thrilled to have you as our speaker, and we are more than willing to assist with travel arrangements if needed.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]