

# Request for Guest Lecturer

Dear [Guest Lecturer's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Institution/Organization]. We are hosting a series of workshops titled [Workshop Series Name] aimed at [brief description of the workshop's purpose and audience].

We would be honored if you could join us as a guest lecturer to share your insights on [specific topic or area of expertise]. Your extensive experience and knowledge in this field would greatly enrich our program and benefit our participants.

The workshops are scheduled to take place on [dates] at [location/online platform]. We would be happy to accommodate your schedule and preferences regarding the format and duration of your presentation.

Thank you for considering our request. We truly hope to have the opportunity to welcome you as a guest lecturer. Please let me know if you have any questions or need further information.

Warm regards,

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