

Proposal for Special Guest Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Guest Speaker's Name]

[Guest Speaker's Position]

[Guest Speaker's Organization]

[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 special guest speaker at our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location].

Our organization, [Your Organization], is dedicated to [brief description of your organization and its mission]. We believe that your expertise in [guest speaker's field of expertise] would provide significant value and inspiration to our audience of [target audience].

The event is expected to attract approximately [number] participants, including [brief description of the audience]. We would be honored to have you share your insights on [specific topic you would like them to address].

If you are available, we would like to offer you a speaking slot of [duration] minutes, followed by a Q&A session. We can discuss an honorarium and cover all travel and accommodation expenses as well.

We sincerely hope you will consider this opportunity to engage with our community and share your valuable knowledge. Please let us know your availability, and we can arrange a convenient time to discuss this proposal further.

Thank you for considering our invitation. We look forward to the possibility of welcoming you as our special guest.

Best regards,

[Your Name]

[Your Position]

[Your Organization]