

Invitation to be a Guest Speaker

Dear [Expert's Name],

We are pleased to invite you to serve as a guest speaker for our upcoming Continuing Education Program on [date]. Your expertise in [specific industry/field] would greatly benefit our attendees, who are eager to learn from accomplished professionals like yourself.

Throughout your presentation, we encourage you to share insights on [specific topics or themes relevant to the audience]. Our goal is to provide our participants with practical knowledge and skills that they can apply in their careers.

The event will be held at [location] from [start time] to [end time], and we expect approximately [number] attendees. We will handle all travel arrangements and offer an honorarium for your participation.

We would be honored to have you share your knowledge and experience with us. Please let us know your availability and any requirements you may have.

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]