

Request for Collaboration with Guest Speaker

Date: [Insert Date]

Dear [Guest Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] of [Your Club/Organization Name]. We are organizing a special event titled "[Event Name]" on [Event Date] and would be honored to have you as our guest speaker.

Your expertise in [Field/Topic] would greatly benefit our members, and we believe your insights could inspire many. The event aims to [Briefly Explain Purpose of the Event], and we would love for you to share your knowledge and experiences with us.

The event will take place at [Venue/Platform] from [Start Time] to [End Time]. We are prepared to cover any travel expenses and provide an honorarium for your time and effort.

Please let us know your availability for this event. We are more than willing to accommodate your schedule. Thank you for considering our request, and we look forward to the possibility of collaborating with you.

Warm regards,

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