

Invitation to be our Guest Speaker

Dear [Speaker's Name],

We are excited to invite you as a guest speaker for the opening ceremony of our event, [Event Name], taking place on [Date] at [Venue]. Your expertise in [Relevant Topic/Field] would greatly enrich our program and inspire our attendees.

The ceremony will commence at [Time] and we would be honored to have you address our audience for approximately [Duration] minutes. We believe that your insights on [Specific Topic] would be invaluable to our participants.

Please let us know your availability for this date. We would be happy to accommodate any special requirements you may have.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to [Event Name].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]