

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are currently organizing a workshop titled "[Workshop Title]" scheduled for [Date] at [Location].

We believe that your expertise in [Speaker's Area of Expertise] would be incredibly valuable to our attendees. We would be honored if you could join us as a speaker and share your insights on [Specific Topic].

The workshop will bring together [Describe Audience, e.g., industry professionals, students], and we anticipate around [Number] participants. Your session would be approximately [Duration], followed by a Q&A session.

Please let us know if you are available for this opportunity, and we would be happy to discuss further details, including honorarium, travel arrangements, and any specific requirements you may have.

Thank you for considering our request. We look forward to the possibility of welcoming you to our event.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]