

# Invitation to Guest Speaker Session

Dear Team,

We are excited to invite you to a special guest speaker session featuring **[Guest Speaker Name]**, who will be sharing insights on **[Topic]**.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue/Link for Virtual Session]

This is a great opportunity to learn and engage with our esteemed guest, so we encourage everyone to attend. Please RSVP by **[RSVP Date]**.

Looking forward to seeing you all there!

Best Regards,

[Your Name]

[Your Position]

[Your Company]