

Dear [Guest Speaker's Name],

We are pleased to invite you to be a guest speaker at our upcoming seminar, titled "[Seminar Title]", scheduled for [Date] at [Time]. The event will take place at [Venue/Location].

Your expertise in [Subject/Field] would greatly benefit our students and attendees, and we would be honored to have you share your insights on [Specific Topic].

Please let us know if you are available for this event. We are happy to accommodate your schedule and can assist with any travel arrangements if needed.

Thank you for considering our invitation. We look forward to the possibility of your participation.

Sincerely,

[Your Name]

[Your Position]

[Department/Faculty]

[University Name]

[Contact Information]