

Inquiry for Guest Speaker

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Email]
[Your Phone Number]

[Speaker's Name]
[Speaker's Title/Position]
[Speaker's Organization]
[Speaker's Address]

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are currently organizing a panel discussion on [Topic of Discussion] scheduled for [Date] at [Location/Platform]. We believe your expertise in [Speaker's Area of Expertise] would greatly enrich the conversation.

We would be honored if you could join us as a guest speaker to share your insights and perspectives on this topic. The panel will consist of [Brief Description of Other Panelists or Structure].

Please let us know if you would be available for this event, and we can discuss further details, including compensation and logistics. Thank you for considering our invitation.

Looking forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]