

Dear [Guest Speaker's Name],

My name is [Your Name], and I am the [Your Position] at [Your Company]. We are thrilled to announce our upcoming corporate event, [Event Name], which will take place on [Event Date] at [Event Location].

We would be honored to have you as a guest speaker to share your insights on [Specific Topic or Theme related to the event]. Your expertise in [Guest's Field/Industry] and your recent work on [Relevant Project or Achievement] align perfectly with the themes we aim to discuss.

The event will gather over [Number] professionals from [Industry/Field], providing an excellent platform for networking and knowledge exchange. We believe that your participation would greatly enhance the value of the event.

Please let us know if you would be available on this date, as we would love to discuss the opportunity further at your convenience. Thank you for considering our invitation, and we look forward to the possibility of working together to create an inspiring event.

Warm regards,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]