

Proposal to Engage Guest Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Guest Speaker's Name]

[Guest Speaker's Title]

[Guest Speaker's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Guest Speaker's Name],

I hope this message finds you well. I am writing to propose an invitation for you to be a guest speaker at our upcoming seminar titled "[Seminar Title]", scheduled for [Date] at [Location]. This event aims to [brief description of the seminar's purpose].

Your expertise in [Guest Speaker's Area of Expertise] would greatly enrich our seminar and provide valuable insights to our attendees. We believe that your participation could inspire and inform our audience, who are eager to learn more about [Relevant Topic].

We would be honored if you could join us for this event, where you would have approximately [duration] to speak, followed by a Q&A session. We are prepared to cover any travel and accommodation expenses incurred as a result of your participation.

Thank you for considering our invitation. I look forward to the possibility of your involvement in our seminar. Please feel free to reach out if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]