

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Speaker's Name],

I hope this message finds you well. I am writing to invite you as a guest speaker for our upcoming workshop on [Workshop Topic] scheduled for [Date] at [Location]. We believe your expertise in [Speaker's Area of Expertise] would greatly benefit our attendees and enhance the overall experience.

The workshop will bring together [number] participants, including [types of participants, e.g., students, professionals, etc.], and we aim to provide them with valuable insights into [Workshop Goals]. Your presentation on [Specific Topic or Focus] would be a perfect fit for our agenda.

We would be honored if you could join us for this event, and we are happy to accommodate any requests you may have regarding travel arrangements or honorarium for your time.

Please let us know your availability for this date, and do not hesitate to reach out if you have any questions or require additional information.

Thank you for considering our invitation. We look forward to the possibility of having you as part of our workshop.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]