

Commemorative Event Guest Speaker Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are honored to announce that [Guest Speaker's Name], [Guest Speaker's Title/Position], will be the featured speaker at our upcoming commemorative event, [Event Title], on [Event Date] at [Event Location].

[Guest Speaker's Name] is known for [brief description of achievements or relevance to the event]. We believe their presence will greatly enrich our gathering.

We look forward to celebrating this significant occasion with you and will provide further details regarding the event schedule shortly.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]