

Invitation to Speak at Our Alumni Networking Event

Dear [Speaker's Name],

We hope this message finds you well. We are excited to announce our upcoming Alumni Networking Event scheduled for [Date] at [Venue]. As an esteemed alumnus/a of [University/College Name], we would be honored to have you as a guest speaker at this event.

During the event, we aim to bring together our thriving alumni community to network, share experiences, and inspire one another. Your journey since graduation and your insights in [specific field/industry] would be invaluable to our attendees.

We would like to invite you to deliver a keynote speech on the topic of "[Proposed Topic]" for approximately [duration] minutes, followed by a Q&A session. We believe your expertise would greatly enhance our event.

Please let us know if you would be available to join us for this special occasion. We look forward to your positive response!

Warm regards,

[Your Name]
[Your Position]
[Organization/Committee Name]
[Contact Information]