

Request for Guest Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Speaker's Name]

[Speaker's Position]

[Speaker's Organization]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

I hope this message finds you well. I am writing to invite you to be a guest speaker at our upcoming community workshop titled "[Workshop Title]" scheduled for [Date] at [Location]. This workshop aims to [briefly describe the workshop purpose and objectives].

We believe that your expertise in [Speaker's Area of Expertise] would greatly benefit our attendees, who are eager to learn and engage with thought leaders in the field. We would be honored if you could share your insights and experiences during the event.

The workshop will take place from [Start Time] to [End Time], and we would appreciate it if you could speak for approximately [Duration] minutes, followed by a Q&A session. We are able to cover travel expenses and provide an honorarium for your participation.

Thank you for considering this opportunity to inspire and educate our community. Please let me know if you are available, and we can discuss any details that may facilitate your participation.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]