

# Request for Guest Speaker

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Speaker's Name]  
[Speaker's Title]  
[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 academic seminar titled "[Seminar Title]," scheduled for [Date] at [Location]. The seminar will focus on [Brief Description of Seminar Topic] and aims to bring together scholars, researchers, and students to discuss the latest developments in the field.

We believe that your expertise in [Speaker's Area of Expertise] would greatly enrich our discussions, and we would be honored to have you share your insights and experiences with our audience.

The seminar is expected to host approximately [Number of Participants] participants from various backgrounds, providing a unique opportunity for networking and exchange of ideas. We would be happy to accommodate your schedule and discuss any honorarium or travel arrangements you may require.

Thank you for considering our invitation. We hope to hear from you soon.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]