

Invitation to Present at University Lecture

Date: [Insert Date]

Dear [Leader's Name],

We are pleased to invite you to be a guest speaker at our upcoming lecture series at [University Name]. Your work and dedication to the [specific community or field] has significantly impacted our local community, and we would be honored to have you share your insights with our students and faculty.

The lecture is scheduled for [insert date and time], and the topic will focus on [insert topic]. We believe your experience and perspective would greatly enrich our discussion.

Please let us know if you are available to participate. We would be happy to accommodate your needs and provide any additional information you may require.

Thank you for considering this opportunity. We look forward to the possibility of welcoming you to [University Name].

Warm regards,

[Your Name]

[Your Position]

[University Name]

[Contact Information]