

# Request for Keynote Speaker

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[University Name]

[University Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Speaker's Name],

I hope this message finds you well. I am writing to formally invite you to be the keynote speaker at our upcoming [Name of Conference] scheduled to take place on [Date] at [Location]. This year's theme is [Conference Theme], and we believe that your expertise in [Speaker's Area of Expertise] would greatly enrich our event.

The conference will bring together [describe the audience, e.g., educators, students, industry professionals] to discuss and explore [key topics of the conference]. Your work on [specific work or contribution by the speaker] has significantly impacted the field, and we would be honored to have you share your insights with our audience.

We expect an audience of approximately [number of attendees] participants. The keynote address is scheduled for [time], followed by a Q&A session. We can cover all travel and accommodation expenses and offer an honorarium of [amount].

Please let us know your availability for this event and if you require any additional information. We hope to hear from you soon.

Thank you for considering our invitation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[University Name]