**Sample Invitation Letter to a Guest Speaker:**

(recipient name)

(recipient job title)

(enter recipient address)

(date that letter was written)

RE: (subject of the conference)

Dear Mr/Mrs/Ms (insert name),

We are pleased to invite you to the (enter name of conference) scheduled to be held between (enter dates of the event) in (insert city/town). The conference will be held at (enter location) in order to inform/update/provide contacts/educate (give details of purpose).

The inauguration of the conference will be carried out by (insert name of person) while (insert name of person) is expected to address the closing ceremony.

The themes of the conference will be on the following topics:

(insert list of a few talking points)

Your expertise and experience in this field of work will be an excellent addition to our programme on (insert topic of conference) as many of our visitors will look forward to hearing and learning from your work. It is an honour to be able to invite you to be a **Guest Speaker** for a talk on ¨(insert name of talk)¨ as we are aware of your great contribution to this field of work.

We look forward to a positive response, if you could kindly RSVP by the (enter date) to our organiser for the event (enter contact details) and from there we can provide you with any additional information you might require.

Yours faithfully,

(signature)

(enter name/job title)

(contact details)