

Invitation Letter for Speech to Someone

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

It is my pleasure to invite you as a guest speaker on the [International Conference on Business Management 2016] which is subjected to be held of [27th and 28th of the present month]. This is a very big event as many of the people from all around the world are coming to attend this conference and also the directors of different companies local and international will be a part of this event. It is being held in collaboration of different universities [mention the name of universities and other key partners]. There will be national and international media coverage and an audience of around 2000 is expected to attend the event. We would like your name to be in the list of our key note speakers. It will be a pleasure for us if you make some time out of your busy schedule and be a part of this conference. We will be looking forward to see you at the event.

Thank you very much.

Yours Sincerely,

[Your Name]