Invitation Letter to Speak at Some Employee's Workshop

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

Every year the capital authority hold an educational workshop for its employ association to enable them to prepare in a better way for the products of the next season. Since you are a renowned personality with an immense knowledge on the topic (mention topic's name) so, we request your presence at this event as the sole key speaker. The workshop has been decided to be held on 20 of this month at 5 o'clock in the evening. We are quite aware of your busy schedule but we request you to take some time out for this workshop. This will benefit our employees association a lot and we have decided to give you $3000 as an honorarium. We hope to receive a positive response from you soon.

Thank you very much.

Yours Sincerely,

[Your Name]