

(Sample Invitation Letter for Guest Speaker)
[Church Logo or Letterhead]

[Date]

[Recipient's Name]
[Recipient's Address]

Dear [Recipient's Name]

We are pleased to invite you to the [Name of the Church Event/Services] scheduled to be held between [Enter dates of the Event/Services] in [Enter City/Town]. The [Name of the Church Event/Services] will be held at [Enter Location].

It is an honor to be able to invite you to be a Guest Speaker at the [Name of the Church Event/Services]. Your experience in speaking at [Church Name] has been a blessing and an asset to our church in the past and we are hoping to have the privilege of having you speak again at the [Name of the Church Event/Services].

We are looking forward to a positive response. If you could please RSVP by [Date of RSVP] to [Contact Name] at [Contact Phone Number and/or Email] for the [Name of the Church Event/Services] and from there we can provide you with any additional information you might need.

Yours faithfully,

[Your Signature]
[Your Name]

[Church Name, Address and Phone Number]