{title} {to} {position} {company}

{date}

Dear {title} {to},

I hope this letter finds you well. I am writing to inform you about our upcoming technology conference that will be held next month.

As a respected {position} at {company}, we believe your expertise and insights would be invaluable to our event. We would be honored to have you join us as a guest speaker.

The conference will focus on emerging technologies and their impact on business operations. Your experience in implementing innovative solutions would provide our attendees with valuable real-world perspectives.

Please let us know if you would be interested in participating. We can schedule a call to discuss the details further.

Best regards, Conference Organizing Committee