

# Guest Speaker Invitation Letter

September 5, 20XX

Dr. Elma Woods  
Oxford Road  
Manchester, M134 9PL

Dear Dr. Woods,  
Warm greetings!

The Organic Advocates will be holding the 10th National Organic Farming Conference on October 5-10, 20XX in London. The conference will gather 200 farmers and scientists and will consist of talks about the concept and developments in organic farming. The conference theme is, "Organic Farming, Paving the Way for Good Health and Wealth." As one of the staunch advocates of organic farming in the United Kingdom, we hope to invite you to be our guest speaker during the opening ceremonies on October 5, 9:00AM. We appreciate it if you could discuss the evolution of organic farming in the country and the advantages to the stakeholders.

We hope you would be able to fit this event in your busy schedule. The participants and organizers will benefit a lot from your expertise on the topic. If you have any queries, please contact us at 020 7169 7665.

Thank you.

Respectfully,

Mr. Adrian Rothwell

Organizing Committee

# Sample Business Letter For Guest Speakers

**Clemens Wendtner**



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