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# Formal Invitation Letter For for Guest Speaker

**Dr. Emily Thompson**  
**Head of Department, Computer Science**  
**Tech University**  
**123 Tech Lane**  
**Innovation City, IL, 60606**  
**emily.thompson@techuni.edu**  
**555-987-6543**  
**April 10, 2024**

**Dr. Alexander Roberts**  
**Renowned Data Scientist**  
**456 Insight Drive**  
**Knowledge Park, MA, 02120**

**Dear Dr. Roberts,**

I hope this letter finds you well and thriving in your latest endeavors. I am writing to you on behalf of the Computer Science Department at Tech University, where we continuously seek to enrich our students' learning experiences by exposing them to the insights and experiences of distinguished professionals in the field.

It is with great enthusiasm that I extend to you a formal invitation to be the guest speaker at our upcoming annual Computer Science Symposium, an event that brings together students, faculty, and industry professionals to discuss current trends, research, and innovations in computer science.

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**Details of the Symposium:**

Date: Friday, October 13, 2024

Time: 10:00 AM to 4:00 PM

Venue: Tech University Conference Hall

Address: 123 Tech Lane, Innovation City, IL, 60606

The theme for this year's symposium is "The Future of Data Science," and we believe your expertise and contributions to the field would provide invaluable insights and inspiration to our attendees. We would be honored if you could deliver the keynote address, focusing on your recent work and the evolving landscape of data science.

In addition to the keynote address, we would like to invite you to participate in a panel discussion with other experts in the field. This will be an excellent opportunity for an in-depth exploration of current challenges and opportunities in data science.

Tech University will cover all travel and accommodation expenses for the duration of your stay. Furthermore, we would be pleased to discuss any additional requirements or preferences you may have to make your visit and participation as comfortable and rewarding as possible.

Please let us know by May 31, 2024, if you are available to honor us with your presence at the symposium. You can reach me directly via email at [emily.thompson@techuni.edu](mailto:emily.thompson@techuni.edu) or by phone at 555-987-6543.

Your contributions to the field of data science have been truly remarkable, and it would be a privilege for our students and faculty to learn from your experiences and insights. We eagerly await your positive response and hope to welcome you to Tech University.

**Warmest regards,**

**Dr. Emily Thompson**

**Head of Department, Computer Science**

**Tech University**