From

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Email Address]  
[Date]

To;

[Name]  
[Title/Position]  
[School of Pharmaceutical Sciences]  
[Universiti Sains Malaysia]

Title:

We are organizing [Event Name], scheduled to take place on [Event Date] at [Event Location], and I am writing to extend a formal invitation for you to be one of our distinguished speakers/presenters/etc

The event aims to explore recent advancements in research [briefly describe the purpose of the event, e.g., share innovative methodologies, discuss emerging trends in your field, etc.].

We will provide [details about any support or arrangements, e.g., travel arrangements, accommodation (amount), flight ticket (amount) honorarium (amount), etc.].

Thank you for considering our invitation. We look forward to the possibility of your involvement and are excited about the prospect of hearing your perspectives on [relevant topic].

Should you have any questions or need further information, please feel free to contact me directly at [Your Phone Number] or via email at [Your Email Address].

Warm regards,

[Your Full Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Email Address]