

# Confirmation of Speaking Engagement

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the [Conference Name] scheduled for [Date] at [Venue/Location]. Your presentation on "[Presentation Title]" is highly anticipated.

Details of your engagement are as follows:

- **Session Date and Time:** [Insert Date and Time]
- **Duration:** [Insert Duration]
- **Audience:** [Insert Audience Information]

Please let us know if you have any specific requirements or if you need assistance with travel arrangements.

Thank you for contributing your valuable insights to our conference. We look forward to your presentation!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]