

Confirmation of Public Speaking Engagement

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my acceptance of the invitation to speak at [Event Name] on [Date] at [Location]. I am looking forward to sharing my insights on [Topic/Theme].

Please find below the details of the engagement:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Address]
- **Topic:** [Topic/Theme]
- **Audience:** [Expected Audience]

If there are any additional requirements or changes to the agenda, please let me know. Thank you for the opportunity, and I look forward to contributing to the success of [Event Name].

Best regards,

[Your Name]
[Your Position]
[Your Organization]