

Guest Speaker Confirmation

Date: [Insert Date]

Dear [Speaker's Name],

We are thrilled to confirm your participation as a guest speaker at our upcoming Industry Networking Gala scheduled for [Insert Date] at [Insert Venue]. Your expertise and insights into [Insert Topic/Industry] will undoubtedly enrich our event and inspire attendees.

Please find the details of your participation below:

- **Event Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue]
- **Topic:** [Insert Topic]
- **Duration:** [Insert Duration]

We are excited to have you join us and look forward to your enlightening session. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you once again for accepting our invitation. We can't wait to see you at the gala!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]