

Confirmation of Guest Speaker

Date: [Insert Date]

Dear [Guest Speaker's Name],

We are pleased to confirm your participation as a guest speaker at our upcoming commemorative event, titled "[Event Title]," which will take place on [Event Date] at [Event Location].

Your expertise in [Guest Speaker's Area of Expertise] is incredibly valuable, and we are looking forward to your insights on [Specific Topic or Theme]. The event is scheduled to begin at [Start Time] and will conclude at [End Time].

Please let us know if you require any specific arrangements or materials for your presentation. We are here to help ensure your experience is seamless.

Thank you once again for accepting our invitation. We are excited to have you with us.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]