

Confirmation of Engagement for Panel Discussion

Date: [Insert Date]

Dear [Panelist's Name],

We are pleased to confirm your participation in the upcoming panel discussion titled "[Title of Discussion]" scheduled for [Date] at [Time]. The event will take place at [Venue/Location] and will be attended by [audience/participants details].

The theme of the discussion will focus on [briefly outline the topics], and we believe your insights will greatly enrich the dialogue.

Please find the agenda attached for your reference. We kindly ask you to arrive at least [Insert time] before the event begins to allow for any technical rehearsals and introductions.

If you have any questions or need further information, please feel free to reach out to us at [Contact Information].

Thank you for agreeing to share your expertise with us. We look forward to an engaging discussion!

Best regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]