

Speaker Confirmation for Annual Hospitality Conference

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the Annual Hospitality Conference scheduled for [insert date] at [insert venue]. Your session on [insert session title] is highly anticipated and aligns perfectly with our conference theme, "[insert theme]."

As a reminder, your presentation is scheduled for [insert time] and will be [insert duration]. Please ensure your slides and materials are sent to us by [insert deadline].

Thank you for your contribution to our event. We look forward to your valuable insights and an engaging session!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]