

Engagement Letter for Seminar Speaker Participation

Date: [Insert Date]

[Speaker's Name]
[Speaker's Address]
[City, State, Zip Code]

Dear [Speaker's Name],

We are pleased to invite you to participate as a speaker at our upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Location]. Your expertise in [Speaker's Field/Topic] will greatly contribute to the success of the event.

The seminar aims to [Brief Description of Seminar Objectives]. We believe your insights will be invaluable to our audience of [Target Audience]. We would be thrilled if you could deliver a presentation on [Specific Topic] for approximately [Duration] minutes, followed by a Q&A session.

We will provide [Details of Travel, Accommodation, Honorarium, if applicable]. Please let us know if you have any special requirements or preferences regarding your presentation.

We hope you can accept this invitation and look forward to your positive response. Please confirm your participation by [RSVP Date].

Thank you for considering this opportunity. We are excited at the prospect of having you as a speaker.

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