

# Speaker Confirmation for Conference Invitation

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the [Conference Name] scheduled for [Date] at [Location]. Your presentation titled "[Title of Presentation]" aligns perfectly with our theme and we are excited to have you share your expertise with our attendees.

Please find the details below:

- **Conference Date:** [Date]
- **Time of Presentation:** [Time]
- **Venue:** [Venue Name and Address]
- **Duration:** [Duration of Presentation]

We would appreciate it if you could send us your presentation slides by [Deadline for Slides] for our review.

If you have any specific requirements or need assistance with travel arrangements, please do not hesitate to reach out to us.

Thank you for accepting our invitation. We look forward to your valuable contribution.

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]