

Engagement Letter

Date: [Insert Date]

[Healthcare Professional's Name]

[Healthcare Professional's Title]

[Healthcare Professional's Organization]

[Healthcare Professional's Address]

Dear [Healthcare Professional's Name],

We are pleased to extend this letter of engagement to you as a guest lecturer for our upcoming event on **Healthcare Policy and Reform**, scheduled for [Event Date] at [Event Location]. We believe your expertise in [Specific Area of Expertise] will greatly enrich our discussion and provide valuable insights to our attendees.

Event Details:

- **Topic:** Healthcare Policy and Reform
- **Date and Time:** [Insert Date and Time]
- **Location:** [Insert Venue/Platform]
- **Duration:** [Insert Duration]

We are honored to host you and would like to discuss the logistics, including your honorarium, travel arrangements if applicable, and any specific requirements you may have for your presentation.

Please confirm your availability for this engagement by [Insert Response Date]. We look forward to your positive response and to a successful collaboration.

Thank you for considering this opportunity to share your knowledge and expertise with our audience.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]