

Acceptance Letter

Date: [Insert Date]

Dear [Panelist's Name],

We are delighted to inform you that your proposal to be a panelist at the [Conference Name] has been accepted. The conference is scheduled to take place from [Start Date] to [End Date] at [Location].

As a member of the panel on [Panel Topic], your insights on [Specific Topics or Issues] will be invaluable to our attendees.

Please confirm your acceptance by [Confirmation Deadline]. We will provide further details regarding the schedule and logistics upon your confirmation.

Thank you for your contribution to making [Conference Name] an enriching experience.

Sincerely,

[Your Name]

[Your Position]

[Conference Organization]

[Contact Information]