

Confirmation of Keynote Speaker Involvement

Dear [Speaker's Name],

We are pleased to confirm your participation as a keynote speaker at the upcoming [Event Name], scheduled for [Date] at [Location]. Your insights on [Topic] will greatly benefit our audience of library professionals and enthusiasts.

Please find the event details below:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Address]
- **Duration of Talk:** [Duration]

We will provide all necessary arrangements including audio-visual equipment and accommodation, if required. Please let us know about any special requirements you may have.

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

Best regards,

[Your Name]

[Your Position]

[Library/Organization Name]

[Contact Information]