

Notification of Keynote Speaker Engagement

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that the [Library Name] has engaged [Speaker's Name] as our keynote speaker for the upcoming [Event Name] scheduled on [Event Date]. [Speaker's Name] is renowned for their expertise in [Speaker's Expertise/Field], and we believe their insights will greatly benefit our audience.

The details of the event are as follows:

- **Event Date:** [Event Date]
- **Location:** [Location]
- **Time:** [Start Time] - [End Time]

We hope you will join us for this inspiring event. Please RSVP by [RSVP Date] to confirm your attendance.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Contact Information]