

Speaking Engagement Confirmation

Dear [Author's Name],

We are thrilled to confirm your speaking engagement at [Event Name] on [Date] at [Location]. Your presentation on [Topic] will be a highlight of our event.

Please find below the details of your engagement:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Platform]
- **Duration:** [Duration]
- **Audience:** [Description of Audience]

If you need any assistance or have specific requests, please do not hesitate to reach out. We look forward to welcoming you and are excited for your contribution to our event.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]