

Confirmation of Guest Speaker Engagement

Date: [Insert Date]

[Your Name]

[Your Title]

[Library Name]

[Library Address]

[City, State, Zip Code]

[Speaker's Name]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

We are pleased to confirm your engagement as a guest speaker at [Library Name] on [Date of Event] at [Time]. Our community is looking forward to your presentation on [Topic of Discussion].

The event will take place in [Location/Room] and is expected to last approximately [Duration]. Please let us know if you have any special requirements for your presentation.

Thank you for sharing your knowledge and experience with our audience. We are excited to welcome you!

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Contact Information]