

Confirmation of Guest Speaker Engagement

Dear [Speaker's Name],

We are pleased to confirm your engagement as our guest speaker for the upcoming event, "[Event Name]," scheduled for [Date] at [Venue/Location].

Details of the engagement are as follows:

- **Topic:** [Topic of Discussion]
- **Time:** [Start Time] to [End Time]
- **Audience:** [Description of Audience]

Please let us know if you require any additional information or have specific requests regarding your participation.

We look forward to your presence and appreciate your contribution to making this event a success.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]