

# Reminder: Guest Speaker Details

Dear [Speaker's Name],

I hope this message finds you well. We are excited to have you as our guest speaker for [Event Name] on [Date]. As the event approaches, we wanted to kindly remind you of the details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Platform]
- **Duration:** [Duration of Speech]
- **Topic:** [Topic of Discussion]

Please let us know if you have any specific requirements or if there's anything we can assist you with. We look forward to your valuable contribution to the event.

Thank you!

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]