

Guest Speaker Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Speaker's Name],

We are pleased to confirm your participation as a guest speaker at our upcoming Diamond Jubilee Celebration scheduled for [insert date] at [insert venue]. We are excited to have you share your insights on [insert topic], which aligns perfectly with the theme of our event.

Please find below the details of the event:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue Address]
- **Duration of Speech:** [Insert Duration]

Should you require any technical arrangements or have specific requests, please feel free to let us know. We are looking forward to your inspiring presence and the valuable contribution you will bring to our celebration.

Thank you for accepting our invitation, and we look forward to welcoming you soon!

Warm regards,

[Your Name]

[Your Position]

[Organization Name]