

# Approval for Public Speaking Authorization

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for authorization to speak at [Event Name] has been approved. The event will take place on [Event Date] at [Event Location].

Your presentation titled "[Presentation Title]" has been highly regarded, and we are excited to have you on board as one of our speakers.

Please confirm your participation by [Confirmation Deadline]. Should you have any questions or require further information, feel free to reach out to us.

Thank you for your contribution to [Organization/Event's Name]. We look forward to your engaging presentation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]