

Representation Approval for Public Speaking Event

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to inform you that we have approved your request to represent [Your Organization/Company Name] at the upcoming public speaking event titled "[Event Name]" scheduled for [Event Date] at [Event Location].

Your representation at this event will contribute significantly to our goals of [mention any relevant goals or objectives], and we are confident that your insights on [specific topics] will be invaluable.

Please find attached the agenda and relevant details of the event. We request you to confirm your participation by [Confirmation Deadline]. Should you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you for your commitment and willingness to represent us. We look forward to your effective presentation at the event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Company Name]

[Your Contact Information]