

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Guest Speaker's Name]

[Guest Speaker's Position]

[Guest Speaker's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Guest Speaker's Name],

On behalf of [Your Organization], I would like to sincerely thank you for agreeing to serve as our guest speaker at [Event Name] on [Event Date]. We are thrilled to have you share your insights on [Topic/Theme] during the event.

We appreciate your willingness to contribute your time and expertise. Your presentation will play a significant role in making our event memorable and impactful for all attendees.

Details of the engagement are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Venue]
- **Topic:** [Topic/Theme]
- **Audience:** [Expected Audience Size]

If you require any additional information or have specific requests, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Once again, thank you for your participation. We look forward to an inspiring session.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]