

Appointment Confirmation

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your appointment as a guest speaker for [Event Name] scheduled on [Date] at [Location]. Your expertise in [Field/Topic] will greatly contribute to the success of our event.

Details of your engagement are as follows:

- **Event Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Insert Duration]
- **Topic:** [Insert Topic]

Please let us know if you have any specific requirements or topics you would like to address during your talk.

We look forward to your confirmation and are excited to welcome you as our esteemed guest speaker.

Best regards,

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