

# Confirmation of Guest Speaker Participation

Date: [Insert Date]

To: [Speaker's Name]

[Speaker's Address]

Dear [Speaker's Name],

We are delighted to confirm your participation as a guest speaker at the [Conference Name] scheduled for [Conference Date] at [Venue/Location].

Your presentation on [Presentation Topic] is highly anticipated, and we believe it will greatly contribute to the success of our event.

Please find below the details of your participation:

- Presentation Title: [Presentation Title]
- Date and Time: [Specific Date and Time]
- Duration: [Duration of Presentation]
- Room: [Room/Location]

If you have any special requirements or need further assistance, please do not hesitate to let us know.

Thank you once again for accepting our invitation. We look forward to welcoming you at the conference!

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]

[Contact Information]