

# Guest Speaker Confirmation

Dear [Speaker's Name],

We are delighted to confirm your scheduled presentation on [Date] at [Time]. Your topic, "[Presentation Title]," aligns perfectly with our theme for this event.

Details of the event are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Platform]
- **Duration:** [Duration]

Please let us know if you have any special requirements or need any assistance prior to your presentation.

Thank you for your participation, and we look forward to welcoming you!

Sincerely,

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