

# Confirmation of Guest Speaker

Date: [Insert Date]

Dear [Guest Speaker's Name],

We are delighted to confirm your participation as a guest speaker for our upcoming program, titled "[Program Title]," scheduled for [Date] at [Location]. Your expertise in [Field/Topic] will greatly enrich our event and provide valuable insights to our attendees.

Please find the details of the program below:

- **Event Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Platform]
- **Duration of Talk:** [Insert Duration]
- **Topic of Discussion:** [Insert Topic]

If you have any questions or require further information, please do not hesitate to reach out. We look forward to your inspiring presentation and a successful event!

Thank you for your involvement.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]