

Engagement Confirmation for Guest Speaker

Date: [Insert Date]

[Guest Speaker's Name]

[Guest Speaker's Address]

[City, State, Zip Code]

Dear [Guest Speaker's Name],

We are pleased to confirm your engagement as a guest speaker for our upcoming seminar titled "[Seminar Title]." The seminar is scheduled for [Date] at [Venue/Location]. We are excited about your participation and the insights you will share with our audience.

Details of the event are as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Location]
- **Topic:** [Topic of Discussion]
- **Expected Audience:** [Audience Size/Type]

Please let us know if you have any preferences or requirements for your presentation. We look forward to welcoming you and appreciate your contribution to making this seminar a success.

Thank you for accepting our invitation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]