

# Guest Speaker Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Guest Speaker's Name],

We are pleased to confirm your participation as a guest speaker at our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. Your session, titled "[Session Title]," will take place from [Start Time] to [End Time].

We are excited to have you share your insights and expertise on [Topic/Theme of Event]. Please let us know if you require any specific arrangements or materials.

Thank you for accepting our invitation. We look forward to a successful event together!

Best Regards,

[Your Name]

[Your Position]

[Your Organization]