

Notification of Guest Speaker Engagement Acceptance

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to inform you that your engagement as a guest speaker for our upcoming event titled "[Event Title]" has been officially accepted. We are thrilled to have you share your insights on [Topic of Discussion] with our audience.

The event is scheduled for [Event Date] at [Event Location]. Your session will commence at [Session Time], followed by a Q&A session with the attendees.

We appreciate your willingness to participate and look forward to an engaging and enlightening session.

Should you have any questions or require further details, please feel free to reach out.

Thank you for accepting our invitation!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]