

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Speaker's Name],

We are pleased to officially confirm your attendance as a guest speaker at [Event Name] scheduled for [Event Date] at [Event Location]. We are thrilled to have you join us to share your insights on [Topic/Subject].

Event details are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Room Name]
- **Expected Audience:** [Audience Details]

Please let us know if you have any specific requirements or if there are any changes to your schedule. We look forward to your valuable contribution to our event.

Thank you for accepting our invitation!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]