

Confirmation of Guest Speaker for Memorial Service

Date: [Insert Date]

Dear [Guest Speaker's Name],

Thank you for accepting our invitation to be the guest speaker at the memorial service for [Insert Name of Deceased]. The service will take place on [Insert Date and Time] at [Insert Location].

We are honored to have you share your memories and reflections during this important moment of remembrance.

If you have any specific requirements or need further information, please do not hesitate to reach out.

Thank you once again for your participation.

Warm regards,

[Your Name]

[Your Position / Relationship to the Deceased]

[Your Contact Information]